



Naval Facilities Engineering Command
EEO Program Status Report
FY 2018

EEO Program Status Report

FY 2018

Part A – D

EEOC FORM 715-01 PART A - D		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT			
For period covering July 1, 2017 to June 30, 2018 NV25 – NAVFAC – MD715 – FY18 – Part A-D – EEO Program Status Report					
PART A Department or Agency Identifying Information	1. Agency		1. Department of the Navy		
	1.a. 2 nd level reporting component		Naval Facilities Engineering Command		
	1.b. 3 rd level reporting component				
	1.c. 4 th level reporting component				
	2. Address		2. 1322 Patterson Avenue, SE, Suite 1000		
	3. City, State, Zip Code		3. Washington Navy Yard, DC 20374		
	4. CPDF Code	5. FIPS code(s)	4. NV	5. 25	
PART B Total Employment	1. Enter total number of permanent full-time and part-time employees				1. 14,690
	2. Enter total number of temporary employees				2. 189

	3. Enter total number employees paid from non-appropriated funds	3. 0
	4. TOTAL EMPLOYMENT [add lines B 1 through 3]	4. 14,879
PART C Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title	1. John W. Korka, Rear Admiral, CEC, U.S. Navy Commander, NAVFAC
	2. Command EEO Officer	2. Karen B. Saunders, Command Deputy EEO Officer, 0260, GS-14
	3. Principal EEO Director/Official Official Title/series/grade	3 . Karen B. Saunders, Command Deputy EEO Officer, 0260, GS-14
	4. Title VII Affirmative EEO Program Official	4. Recardo Alexander, HQ EEO Manager, 0260, GS-13
	5. Section 501 Affirmative Action Program Official	5. Recardo Alexander, HQ EEO Manager, 0260, GS-13
	6. Complaint Processing Program Manager	6. Kym McRae-Haeffner, HQ EEO Manager, 0260, GS-13
	7. Other Responsible EEO Staff	Kiara Jelks; HQ EEO Specialist Intern
		Andrew Hawkins Jr; HQ EEO Specialist Intern

PART D List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)	CPDF and FIPS codes	
	Naval Facilities Engineering Command Atlantic, Norfolk, VA	NV	25
	Naval Facilities Engineering Command Pacific, Pearl Harbor, HI	NV	25
	Naval Facilities Expeditionary Warfare Center , Port Hueneme, CA	NV	25
	Naval Crane Center, Norfolk, VA	NV	25
	Naval Facilities Engineering Command Europe Africa Southwest Asia, Naples, Italy	NV	25
	Naval Facilities Engineering Command Mid-Atlantic, Norfolk, VA.	NV	25
	Naval Facilities Engineering Command Washington, Washington, DC.	NV	25
	Naval Facilities Engineering Command Northwest, Silverdale, WA.	NV	25
	Naval Facilities Engineering Command Southeast, Jacksonville, FL.	NV	25
	Naval Facilities Engineering Command Southwest, San Diego, CA.	NV	25
	Naval Facilities Engineering Command Hawaii, Pearl Harbor, HI.	NV	25
	Naval Facilities Engineering Command Marianas, Agana, Guam	NV	25

	Naval Facilities Engineering Command Far East, Japan, Honshu, Yokosuka		NV	25
	Naval Facilities Institute, Port Hueneme, CA.		NV	25
EEOC FORMS and Documents Included With This Report: <i>The un-marked items are not required at this time and will be submitted with the completed report.</i>				
*Executive Summary [FORM 715-01 PART E], that includes:	X	*Optional Annual Self-Assessment Checklist Against Essential Elements [FORM 715-01PART G]		X
Brief paragraph describing the agency's mission and mission-related functions	X	*EEO Plan To Attain the Essential Elements of a Model EEO Program [FORM 715-01PART H] for each programmatic essential element requiring improvement		X
Summary of results of agency's annual self-assessment against MD-715 "Essential Elements"	X	*EEO Plan To Eliminate Identified Barrier [FORM 715-01 PART I] for each identified barrier		X
Summary of Analysis of Work Force Profiles including net change analysis and comparison to NCLF	X	*Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities for agencies with 1,000 or more employees [FORM 715-01 PART J]		X
Summary of EEO Plan objectives planned to eliminate identified barriers or correct program deficiencies	X	*Copy of Workforce Data Tables as necessary to support Executive Summary and/or EEO Plans		X
Summary of EEO Plan action items implemented or accomplished	X	*Copy of data from 462 Report as necessary to support action items related to Complaint Processing Program		X

		deficiencies, ADR effectiveness, or other compliance issues	
*Statement of Establishment of Continuing Equal Employment Opportunity Programs [FORM 715-01 PART F]	X	*Copy of Facility Accessibility Survey results as necessary to support EEO Action Plan for building renovation projects	
*Copies of relevant EEO Policy Statement(s) and/or excerpts from revisions made to EEO Policy Statements	X	*Organizational Chart	X



Echelon III Commanders,

RADM John Korka The Command EEO Program Annual Status Report is the most comprehensive and objective tool for measuring our progress and efforts towards establishing and maintaining a Model EEO Program throughout the NAVFAC enterprise. Your DEEOOs are aware of this and working hard on the submission requirements and milestones for the various parts of the report. They are also actively engaged with the NAVFAC Command Deputy EEO Officer, Ms. Karen Saunders, and the NAVFAC Affirmative Employment Program Manager, Recardo Alexander, to prepare for this report.

Please ensure you review and understand the information and analysis of your submission. Each one of us is responsible for developing, implementing, and assessing our individual EEO Programs. The self-assessment, which is led by your DEEOO, is an all-hands effort required to ensure compliance with the Equal Employment Opportunity Commission (EEOC) Management Directive 715 and the Civilian Human Resources Manual, Subchapter 1603. These efforts are reinforced, along with several other responsibilities, to build a Model EEO Program and complete the EEO Program Annual Status Report. You should utilize the expertise and assistance of your managers, supervisors, and employees to complete the report and to ensure your command has a Model EEO Program. Please engage with and support your DEEOOs as he/she conducts the annual self-assessment of your EEO Program.

The NAVFAC Command Deputy EEO Officer and Affirmative Employment Program Manager are standing by to provide you advice and guidance. Please feel free to contact them to address any questions you may have. The NAVFAC Headquarters points of contact are Ms. Karen Saunders at 202-685-9023 (DSN 325-9023) or Karen.saunders@navy.mil, and Recardo Alexander at 202-685-9078 (DSN 325-9078) or recardo.alexander@navy.mil.

Thank you for all that you and your staffs have done and continue to do in your efforts to promote the NAVFAC EEO Program. Your assistance is a vital part of this process and one of the most important factors to ensure that the timely submission of this critical report is achieved. Keep up the great work.

V/r,
John W. Korka.



DEPARTMENT OF THE NAVY

NAVAL FACILITIES ENGINEERING COMMAND
1322 PATTERSON AVENUE, SE, SUITE 1000
WASHINGTON NAVY YARD, DC 20374-5065

Can frp: Oct 19
NAVFACNOTE 5200
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19 OCT 2018

NAVFAC NOTICE 5200

From: Commander, Naval Facilities Engineering Command

Subj: NAVAL FACILITIES ENGINEERING COMMAND POLICY STATEMENTS

- Encl: (1) Equal Employment Opportunity Policy Statement
(2) Policy and Procedures for Preventing and Eliminating Harassing Conduct in the Workplace
(3) Command Safety and Occupational Health Policy Statement
(4) Environmental Policy Statement
(5) Drug-Free Workplace Policy Statement
(6) Alternative Dispute Resolution Policy Statement
(7) Command Energy Policy Statement
(8) Command Reasonable Accommodation Policy Statement
(9) Diversity Policy Statement
(10) Use of Official Time in the EEO Process Policy Statement
(11) Sexual Harassment Prevention and Response Program Policy Statement
(12) Command Managed Equal Opportunity Program Policy Statement

1. Purpose. All civilian, military, and contractor personnel shall review and become familiar with the Commander's policies and philosophy as stated in enclosures (1) through (10).

2. Action. Enclosures (1) through (10) shall be placed on official bulletin boards and prominently displayed in a conspicuous location.

3. Background. This notice serves as the annual re-issue of NAVFAC HQ's EEO Policy Statement (enclosure (1)) and Policy and Procedures for Preventing and Eliminating Harassing Conduct in the Workplace Policy Statement (enclosure (2)).

4. Cancellation. This notice remains in effect until a notice of the same subject is issued.

J. W. KORKA



DEPARTMENT OF THE NAVY

NAVAL FACILITIES ENGINEERING COMMAND
1322 PATTERSON AVENUE, SE, SUITE 1000
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19 OCT 2018

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

As Commander, Naval Facilities Engineering Command (NAVFAC), I am personally committed to a command culture that ensures equal employment opportunity. Consistent with the Equal Employment Opportunity (EEO) Policy of the Department of the Navy, NAVFAC HQ's policy is to afford equal employment opportunity and treatment to all employees and applicants regardless of race, color, religion, national origin, sex (including pregnancy and sexual orientation), age, mental or physical disability, genetics (including family history), or involvement in any protected equal employment opportunity (EEO) activity. Furthermore, Equal Employment Opportunity practices and policies shall govern all aspects of NAVFAC's operations, personnel/employment programs, management practices and decisions including, but not limited to, recruiting/hiring, merit promotion, transfer, reassignment, training and career development, benefits, and separation.

People are the command's greatest asset. Our success is dependent on every person in the organization being treated as a valued and vital member of the NAVFAC team. The diversity of our workforce is a significant force multiplier and improves our effectiveness. Key to achieving diversity is fostering a workplace of inclusiveness where all **personnel are treated with dignity and respect.**

Discrimination will not be tolerated. All employees have the right to report an alleged violation of this policy, to pursue a legitimate complaint, or cooperate in an investigation of an alleged violation, without fear of intimidation or reprisal. Every complaint will be processed in accordance with the applicable rules and regulations. Efforts will be made to resolve complaints at the earliest opportunity and any persons found in violation of this policy shall be subject to the full range of military and civilian disciplinary action. Any employee who believes they have been discriminated against is encouraged to contact an EEO Counselor within 45 calendar days of the date of the matter alleged to be discriminatory or, in the case of a personnel action, within 45 days of the effective date of the action. NAVFAC supports all employees in exercising their rights under the civil rights statutes.

If the Department of the Navy is determined to be a joint employer of a contractor employee, the contractor employee may file a complaint of discrimination using the Federal sector EEO process. Contractor employees who believe they have been subjected to unlawful discrimination in the Federal workplace are encouraged to contact an EEO counselor as soon as possible because the 45-day time limit discussed above applies to all Federal sector EEO complaints including those filed by contract employees where the Department of the Navy has been determined to be a joint employer.

I strongly support and affirm the full implementation of EEO through Model EEO Programs at every level within the Command. Everyone has a critical role in creating an environment free from discrimination or harassment. All personnel shall ensure their actions fully demonstrate their commitment and support of this policy. **EEO/diversity is the responsibility of every employee and I am counting on all Commanders, Commanding Officers, Directors, supervisors, managers, and employees to ensure compliance with this policy.** For information on protections afforded to military personnel, please refer to the NAVFAC Command Managed Equal Opportunity (CMEO) Program Policy Statement.

For more information, contact the NAVFAC Command Deputy EEO Officer at 202-685-9023.


J. W. KORKA

Enclosure (1)



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POLICY AND PROCEDURES FOR PREVENTING AND ELIMINATING HARASSING CONDUCT IN THE WORKPLACE

All Naval Facilities Engineering Command Headquarters (HQ) employees have a right to work in an environment free of harassment. It is NAVFAC HQ's policy to take all necessary steps to prevent and eliminate all discriminatory conduct, including harassment, from the Federal workplace.

Harassing conduct is defined as any unwelcome verbal or physical conduct based on race, color, sex (sexual orientation and gender stereotyping), age, national origin, mental or physical disability, religion, genetic information (including family history), and/or reprisal for prior Equal Employment Opportunity (EEO) activity or opposition to a discriminatory practice, when the behavior becomes a condition of continued employment or the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile or abusive.

Sexual harassment is behavior that is unwelcome, sexual in nature, and occurs in or affects the work environment. Employees who are the subject of or are aware of possible harassment have an obligation to immediately report it to their supervisor or management. Supervisors and management must immediately investigate allegations of harassment or reprisal. Where allegations of harassment or reprisal are substantiated, appropriate action will be taken. In addition, affected employees, including contractor employees when NAVFAC qualifies as a joint employer, have the right to seek EEO counseling if they believe the harassment is based on a protected status.

Workplace harassment, reprisal against anyone reporting harassment, providing information related to a claim of harassment, or participating in an investigation will not be tolerated. I support the rights of all employees under the civil rights statutes.

For more information, contact the NAVFAC HQ Command EEO officer at 202-685-9023.

J. W. KORKA

Enclosure (2)



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NAVAL FACILITIES ENGINEERING COMMAND
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19 OCT 2018

DRUG-FREE WORKPLACE POLICY STATEMENT

The Federal Drug-Free Workplace Program, established by Executive Order 12564 (1986), is a comprehensive drug testing program balanced between offering a helping hand to employees who are using drugs illegally and at the same time, making clear that illegal drug use will not be tolerated.

NAVFAC is committed to protecting the safety, security, health, and well-being of all employees and other individuals in our workplace. The use of illegal drugs by NAVFAC employees, whether on duty or off duty, is inconsistent with our goals and will not be tolerated. Employee drug activity or other actions contrary to law are not condoned. Disciplinary action, up to and including removal, may be initiated against any employee found to use illegal substances.

If you, a co-worker, or a family member needs help with a substance abuse issue, NAVFAC can help. The Department of the Navy Civilian Employee Assistance Program (DONCEAP) provides confidential assistance to civilian employees who have problems which have or may have an adverse effect on job performance. The DONCEAP is available to all employees and their family members by contacting:

1-844-DONCEAP (1-844-366-2327)
TTY: (888) 262-7848
International: 001-866-829-0270
DONCEAP.FOH.PSC.GOV

Please direct any questions to your servicing NAVFAC HQ Employee Relations Specialist, Ms. Allison Wetter at (202) 685-9010.

J. W. KORKA



DEPARTMENT OF THE NAVY

NAVAL FACILITIES ENGINEERING COMMAND
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19 OCT 2018

ALTERNATIVE DISPUTE RESOLUTION POLICY STATEMENT

As Commander, I am committed to the Navy's policy on the use of Alternative Dispute Resolution (ADR), specifically mediation, as an effective method to alleviate conflict while supporting productivity, customer satisfaction, and employee morale. Voluntary ADR used in the early stages of a workplace dispute has the potential to avoid the cost and countless hours of involvement that exist during adversarial proceedings.

Mediation is designed to assist disputing parties in arriving at a mutually agreed-upon resolution and providing the potential for a "Win/Win" outcome instead of a lengthy and possibly hostile conclusion. Mediators are neutral and impartial facilitators, certified by the Department of the Navy (DoN), who provide an atmosphere that fosters clear communication and effective listening techniques leading to improved working relationships. Mediation offers an open communication forum for parties to discuss their interests, ask questions, share information, and explore options to reach their own mutually acceptable agreement. Mediators do not serve as advocates or representatives for the parties and will not provide legal or human resources advice.

The Department of the Navy (DoN) requires ADR to be considered at the earliest stage feasible, at the lowest possible organizational level prior to litigation. DoN also expects ADR to be considered for every conflict and issue in controversy, regardless of the subject matter.

ADR should be utilized to benefit our command and to sustain DoN's vision; therefore, it is my expectation that all managers and supervisors will proactively support and foster an ADR environment.

I strongly encourage all employees to consider voluntary ADR as a means of resolving workplace dissatisfactions as they arise. Voluntary participation in the ADR process will not adversely affect any individual's statutory and/or regulatory avenues of redress. For further information regarding the ADR process, please contact the NAVFAC Command Deputy Equal Employment Opportunity officer at (202) 685-9023.

J. W. KORKA

Enclosure (6)



DEPARTMENT OF THE NAVY

NAVAL FACILITIES ENGINEERING COMMAND
1322 PATTERSON AVENUE, SE, SUITE 1000
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19 OCT 2018

COMMANDER, NAVAL FACILITIES ENGINEERING COMMAND REASONABLE ACCOMMODATION POLICY STATEMENT

It is the policy of the Naval Facilities Engineering Command (NAVFAC) to commit to the fair and equal employment of people with disabilities. Reasonable Accommodation (RA) is the key to this policy. While many individuals with disabilities can work without accommodation, other qualified applicants and employees face barriers to Equal Employment Opportunity (EEO) without an accommodation. It is the policy of NAVFAC to reasonably accommodate qualified individuals with disabilities, unless doing so imposes an undue hardship on the operations of NAVFAC's programs and/or imposes a direct threat to the employee or others. This policy applies to all applicants for employment and employees. In accordance with the Rehabilitation Act of 1973 as amended, RA must be provided to a qualified applicant with a disability that will enable the individual to have an equal opportunity to participate in the application process and be considered for a position.

An accommodation is any change in the work environment or in the way things are customarily done that enables an individual with a disability to enjoy equal employment opportunities. Applicants or employees who desire an accommodation shall request an accommodation either orally or in writing by advising his or her immediate supervisor, another supervisor or manager in his/her chain of command, or the EEO office that they need a change or adjustment in the workplace due to a medical condition.

Managers and supervisors have the primary responsibility to process RA requests on a timely basis and to also recognize potential situations and take the necessary actions to support RA objectives overall. I expect all employees, supervisors, and managers to fully support the goals and objectives of this policy.

For further information, contact the NAVFAC Command Deputy Equal Employment Opportunity officer at 202-685-9023.

J. W. KORKA



DEPARTMENT OF THE NAVY

NAVAL FACILITIES ENGINEERING COMMAND
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DIVERSITY POLICY STATEMENT

As Commander, Naval Facilities Engineering Command (NAVFAC), **I believe that people are NAVFAC's most valuable asset.** Different people bring diverse experiences, talents, and abilities, which could prove decisive for mission readiness and innovation. Adherence to the principles of inclusion, non-discrimination, and equal opportunity contributes to readiness by promoting respect, trust, and cohesion among members of the workforce. **Diversity enhances readiness by inviting new perspectives and improved ideas to solve problems.**

In embracing this philosophy, NAVFAC's goal is to develop and use a systematic approach to achieve an inclusive work environment that ensures we attract, retain, and capitalize on the skills, talents, and full potential of our workforce. By supporting diversity, we also support readiness, thereby enabling us to meet the changing demands of current and future missions. These practices contribute to our ability to recruit, develop, and retain the best and the brightest across the total force. For more information, contact the NAVFAC Command Deputy Equal Employment Opportunity officer at 202-685-9023.

A handwritten signature in black ink, appearing to read "J.W. Korka", is positioned above the printed name.

J. W. KORKA



DEPARTMENT OF THE NAVY

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USE OF OFFICIAL TIME IN THE FEDERAL SECTOR EEO PROCESS

Per 29 C.F.R. § 1614.605, NAVFAC Headquarters (HQ) employees shall have a reasonable amount of official time, if otherwise on duty, to prepare an Equal Employment Opportunity (EEO) complaint and respond to Navy and Equal Employment Opportunity Commission (EEOC) requests for information. Furthermore, employees using the EEO process are entitled to be accompanied, represented, and advised by a representative of their choice at any stage in the process. If the complainant is an employee of NAVFAC and they designate another NAVFAC employee as their representative, the representative shall have a reasonable amount of official time, if otherwise on duty, to prepare the complaint and respond to Navy and EEOC requests for information.

The EEOC has defined "reasonable" as whatever is appropriate, under the particular circumstances of the complaint, in order to allow a complete presentation of the relevant information associated with the complaint and to respond to requests for information from the Navy and EEOC. The complainant and his/her supervisor should arrive at a mutual understanding as to the amount of official time to be used prior to the complainant's use of such time.

NAVFAC policy for requesting official time:

- The complainant and representative, if employed by NAVFAC and otherwise in a pay status, shall be on official time, regardless of their tour of duty, when their presence is authorized or required by the Navy or the EEOC during the investigation, informal adjustment, or hearing on the complaint.
- NAVFAC will also afford complainants and representatives, if employed by NAVFAC and otherwise in a pay status, a reasonable amount of official time to prepare for meetings and hearings, as well as time to prepare the formal complaint and any appeals that may be filed with the EEOC. Preparation time is generally defined in terms of hours, not days, weeks, or months.
- The EEOC and NAVFAC expect complainants and representatives to spend the majority of their official time doing the work for which they are employed. As such, prior to using official time for EEO related matters, employees must properly request and receive approval to use the official time from their immediate supervisor.
 - NAVFAC employees seeking official time to work on EEO related matters must submit a written request to their first level supervisor that includes the following information:
 - 1) A general description of the general purpose for which the official time is needed (e.g., counseling, affidavit preparation, EEOC hearing, mediation, etc.) without having to specify any details of the complaint;
 - 2) The number of hours requested; and
 - 3) A proposed schedule for use.
 - Absent good cause, employees must submit their written request to their immediate supervisor at least one business day prior to when they would like to use the official time.
 - If additional time is needed, employees may submit additional written requests.
- Supervisors are responsible for reviewing and approving use of official time requests. When reviewing a request, supervisors must balance the legitimate need to have their employees perform

Enclosure (10)



DEPARTMENT OF THE NAVY
NAVAL FACILITIES ENGINEERING COMMAND
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19 OCT 2018

**NAVAL FACILITIES ENGINEERING COMMAND
SEXUAL HARASSMENT PREVENTION AND
RESPONSE PROGRAM POLICY STATEMENT**

As Commander, Naval Facilities Engineering Command (NAVFAC), my intent for the Sexual Harassment Prevention and Response program is to enable our military personnel to perform at their maximum ability through a positive command climate in which personnel are free from the adverse effects of sexual harassment. The program shall create, shape, and maintain a positive environment through communication, training, education, enforcement, and assessment. I am committed to seeing these objectives through as they are essential to maintaining a healthy command climate.

The Navy's Core Values of Honor, Courage and Commitment are the foundation upon which we succeed as a command and as a Navy. Honor calls us to be accountable for our professional and personal behavior. Courage gives each individual the moral and mental strength to do what is right. Commitment drives us to accomplish the mission as a team with the highest degree of moral character, professional excellence, quality and competence. A command cannot possess these Core Values if it permits or does not strive to eliminate sexual harassment. Acts of sexual harassment are contrary to our Core Values and not tolerated.

I call on all members of this command to actively prevent and discourage unprofessional behavior, and ensure the right of all persons to remain free from the scourge of sexual harassment. Use of the chain of command to resolve these issues is important and individuals should attempt to identify and correct sexual harassment at the lowest level capable of achieving results. If you would like to file a complaint, your Command Managed Equal Opportunity (CMEO) Program Manager is here to assist you and can further explain the informal and formal complaint process. OPNAVINST 5300.13 also provides guidelines for submitting, handling, and reporting SH complaints. SH is a command-wide responsibility and reported incidents of sexual harassment will be investigated in a fair, impartial, and prompt manner.

For more information, contact the NAVFAC Headquarters CMEO Program Manager.


J. W. KORKA



DEPARTMENT OF THE NAVY

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1322 PATTERSON AVENUE, SE, SUITE 1000
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NAVAL FACILITIES ENGINEERING COMMAND COMMAND MANAGED EQUAL OPPORTUNITY PROGRAM POLICY STATEMENT

As Commander, Naval Facilities Engineering Command, my intent for the Command Managed Equal Opportunity (CMEO) program is to enable our military personnel to perform at their maximum ability through a positive Equal Opportunity (EO) environment and unimpeded by institutional or individual biases based on race, color, ethnicity, national origin, sexual orientation, sex or religion. The program should create, shape, and maintain a positive EO environment through communication, training, education, enforcement, and assessment. I am committed to seeing these objectives through as they are essential to maintaining a healthy command climate.

The Navy's Core Values of Honor, Courage and Commitment are the foundation upon which we succeed as a command and as a Navy. Honor calls us to be accountable for our professional and personal behavior. Courage gives each individual the moral and mental strength to do what is right. Commitment drives us to accomplish the mission as a team with the highest degree of moral character, professional excellence, quality, and competence. A command cannot possess these Core Values if it permits or does not strive to eliminate discrimination and sexual harassment. Acts of unlawful discrimination and sexual harassment are contrary to our Core Values and not tolerated.

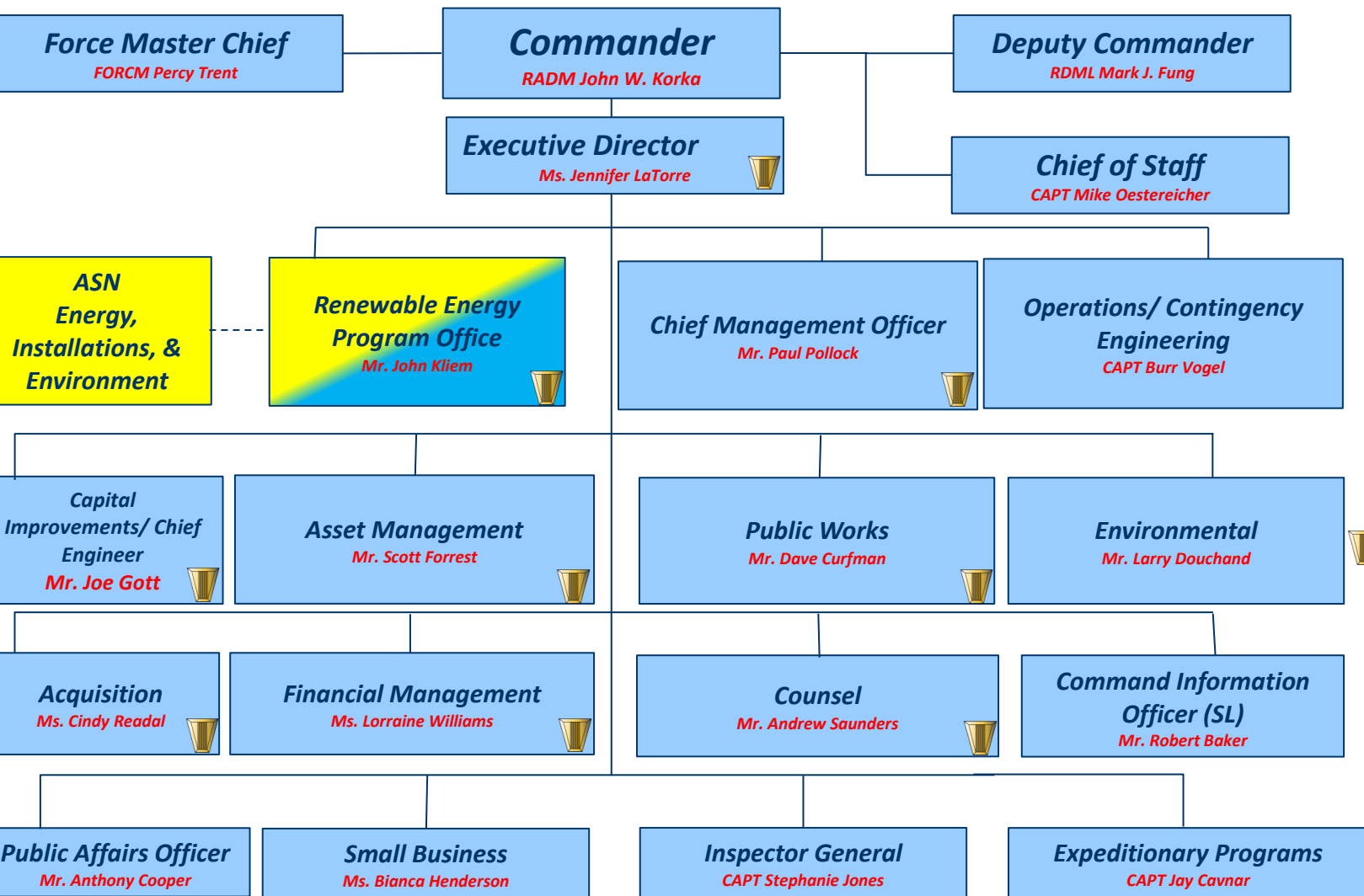
I call on all members of this command to actively prevent and discourage unprofessional behavior, and ensure the right of all persons to participate in, and benefit from, programs and activities for which they are qualified. Use of the chain of command to resolve these issues is important and individuals should attempt to identify and correct discriminatory practices at the lowest level capable of achieving results. If you would like to file a complaint, your CMEO Program Manager is here to assist you and can further explain the informal and formal complaint process. OPNAVINST 5354.1F also provides guidelines for submitting, handling, and reporting EO complaints. EO is a command-wide responsibility and reported incidents of unlawful discrimination will be investigated in a fair, impartial, and prompt manner.

For more information, contact the NAVFAC CMEO Program Manager at 202-433-5313.

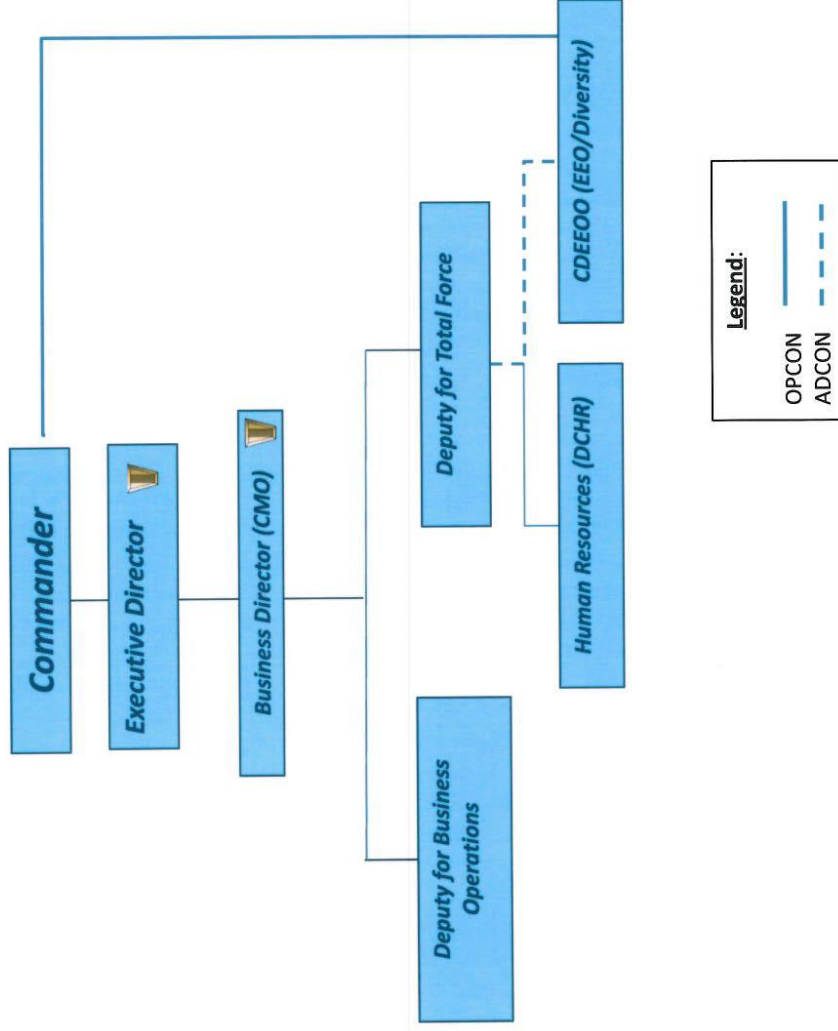
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J. W. KORKA

NAVFAC Leadership



NAVFAC HQ EEO Alignment





EQUAL EMPLOYMENT OPPORTUNITY



Command EEO Officer
RADM John W. Korka

As Commander, Naval Facilities Engineering Command (NAVFAC), I am personally committed to a command culture that ensures Equal Employment Opportunity (EEO). Consistent with the EEO Policy of the Department of the Navy, NAVFAC HQ's policy is to afford equal employment opportunity and treatment to all employees and applicants regardless of race, color, religion, national origin, sex (including pregnancy and sexual orientation), age, mental or physical disability, genetics (including family history), or involvement in any protected EEO activity. Furthermore, EEO practices and policies shall govern all aspects of NAVFAC's operations, personnel/employment programs, management practices and decisions including, but not limited to, recruiting/hiring, merit promotion, transfer, reassignment, training and career development, benefits, and separation.


RADM John W. Korka



Command Deputy EEO Officer
Karen Saunders

Alternative Dispute Resolution

Alternative Dispute Resolution (ADR) uses a variety of tools to resolve concerns in the workplace. Mediation is the ADR method of choice in the Department of the Navy. ADR is available to NAVFAC employees. ADR provides opportunities to address concerns and clarify misunderstandings with the assistance of a trained neutral third party. It is an effective means for resolving workplace disputes and improving working relationships. Electing ADR does not waive an employee's right to file an EEO complaint. Employees and supervisors are encouraged to use ADR as an alternative method for resolving disputes. For additional information, contact Kelly Majiros at (202) 685-3193 / kelly.majiros@navy.mil, or Terrence Snowden at (202) 685-8485 / terrence.snowden@navy.mil.

Reasonable Accommodation

It is the policy of NAVFAC to commit to fair and equal employment of people with disabilities. Reasonable Accommodation is key to this policy. The Rehabilitation Act of 1973 requires an employer to provide reasonable accommodation to qualified employees and applicants with disabilities, unless to do so would cause undue hardship. In general, an accommodation is any change in the work environment or in the way things are customarily done that enables an individual with a disability to enjoy equal employment opportunities. Possible reasonable accommodations include: making existing facilities accessible, job restructuring, modified work schedules, acquiring or modifying equipment, changing tests, training materials, or policies, providing qualified readers or interpreters, and reassignment to a vacant position. For additional information, contact Kelly Majiros at (202) 685-3193 / kelly.majiros@navy.mil, or Terrence Snowden at (202) 685-8485 / terrence.snowden@navy.mil.

EEO Discrimination Complaints Process

Discrimination in employment based on a person's race, color, religion, sex, national origin, age (40 and over), disability, genetic information, or in reprisal for prior EEO complaint involvement, or opposition to discrimination is prohibited. In order for an individual to file a timely EEO complaint, the individual must contact an EEO Counselor within 45 days of the date of the matter alleged to be discriminatory or, in the case of a personnel action, within 45 days of the effective date of the action. The following diagram describes some key timeframes associated with the EEO complaint process. To initiate the process with an EEO Counselor, please contact Kelly Majiros at (202) 685-3193 / kelly.majiros@navy.mil, or Terrence Snowden at (202) 685-8485 / terrence.snowden@navy.mil.



NAVFAC HQ EEO Personnel

Karen Saunders
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(202) 685-9023
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Kym McRae-Haeffner
EEO Manager
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kym.mcraehaeffner@navy.mil

Kiara Jelks
EEO Specialist Intern
(202) 685-9131
kiara.jelks@navy.mil

For more information on NAVFAC's EEO Program, please visit the EEO website at: <https://portal.navfac.navy.mil/portal/page/portal/ftd/eoo>

EEO Program Status Report

FY 2018

Part E

Executive Summary

(SUCCINCT NARRATIVE)

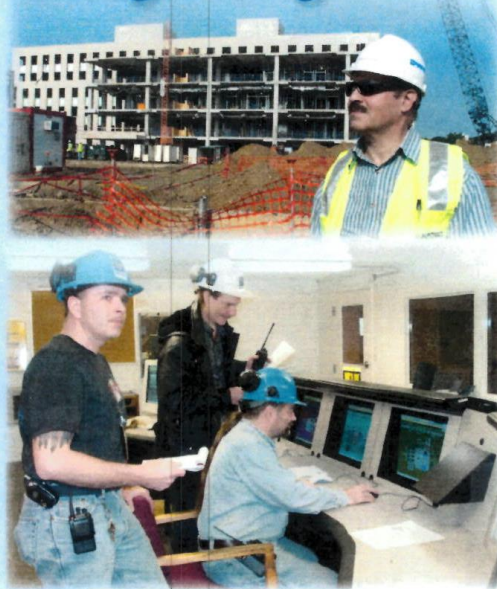
To learn more about
the Naval Facilities Engineering Command,
please visit us at www.navfac.navy.mil
and www.facebook.com/navfac



Naval Facilities Engineering Command
1322 Patterson Avenue, SE., Suite 1000
Washington Navy Yard, District of Columbia
20374-5065



Strategic Design



Mission

Why we exist

NAVFAC is the Naval Shore and Expeditionary Systems Command that:

- Plans, builds, and maintains sustainable facilities.
- Delivers environmental, utilities and other base services.
- Acquires and manages expeditionary combat force systems and equipment.

Vision

To what we aspire

We are the facilities technical and business experts with the total trust and confidence of the Navy and Marine Corps.

Core Attributes

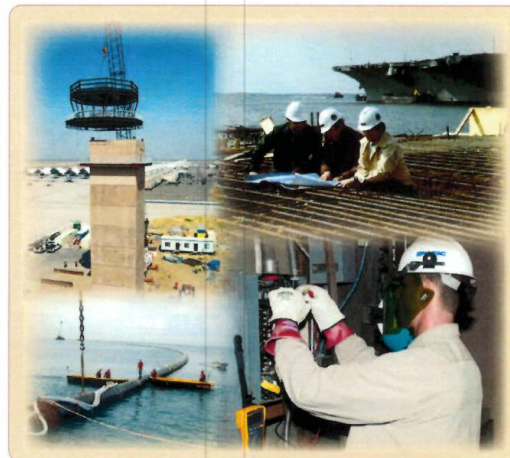
What we value and expect from individuals and our command

Integrity: We do what is right for the warfighter and our nation.
Accountability: We own our mission while pursuing our vision.
Initiative: We take charge with teamwork and innovation.
Toughness: We overcome challenges with strength and skill.



Department of the Navy Systems Commands

NAVFAC	Naval Shore and Expeditionary Systems Command
NAVSEA	Naval Ships, Submarines and Combat Systems
NAVAIR	Naval Aircraft, Weapons, and Systems
NAVSUP	Naval Logistics
SPAWAR	Naval Communications and Information Systems
MCSC	Marine Corps Systems and Equipment
ONR	Naval Science and Technology Strategy



The NAVFAC Team

The diversity of the NAVFAC workforce remains its true strength. Government civilians, foreign national employees, contractors and the military (active and reserve) work together as one team to serve and support our nation's and Navy's challenges in the 21st century.

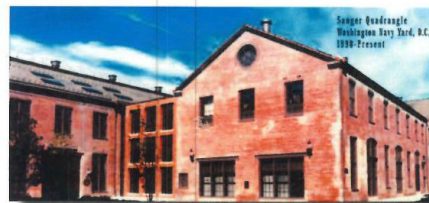


NAVFAC is a global force providing facilities services and expeditionary support worldwide.

- The headquarters for NAVFAC is located on the historic Washington Navy Yard in Washington, D.C.
- NAVFAC has 13 component commands, nine of which are Facilities Engineering Commands that report to two Echelon III Commands, NAVFAC Atlantic in Norfolk, Virginia and NAVFAC Pacific in Pearl Harbor, Hawaii.

NAVFAC also has two centers that perform specialized missions.

- The Naval Facilities Engineering and Expeditionary Warfare Center (EXWC) in Port Hueneme, California, supports combatant capabilities and sustainable facilities through specialized engineering, technology development and lifecycle logistics services.
- The Navy Crane Center (NCC) based at the Norfolk Naval Shipyard in Portsmouth, Virginia, leads the Navy shore-based weight handling program by establishing policy and providing engineering, acquisition, technical support, training and evaluation services to all Navy shore activities worldwide.



NAVFAC's Core Contribution

The history of Naval Facilities Engineering Command dates back to 1842, when the Bureau of Naval Yards and Docks supported a shore establishment of seven ship repair yards, four ordnance magazines, and five naval stations. Through the years, our scope and responsibilities have profoundly expanded to keep pace with the growth of our Navy and its mission.

Our unique and valuable skill sets have progressed in size and diversity to make NAVFAC the Department of the Navy's Acquisition and Technical Authority and overall lead agency for:

- Facilities Planning and Lifecycle Management
- Facilities Maintenance and Repair
- Capital Improvements: Engineering, Design and Construction
- Utilities Operations and Management
- Transportation and Base Vehicle Support Equipment
- Grounds Maintenance and Janitorial Services
- Environmental Planning, Stewardship and Remediation
- Real Estate Acquisition and Real Property Management
- Anti-Terrorism/Force Protection Ashore
- Contingency Engineering
- Expeditionary Systems Acquisition and Lifecycle Management
- Ocean Facilities: Cables, Buoys and Waterfront Structures
- Shore Energy Efficiency, Resiliency and Management
- Military Housing Privatization Business Agreements
- Cyber Security for Facilities/Industrial Control Systems
- Weight Handling Program Management

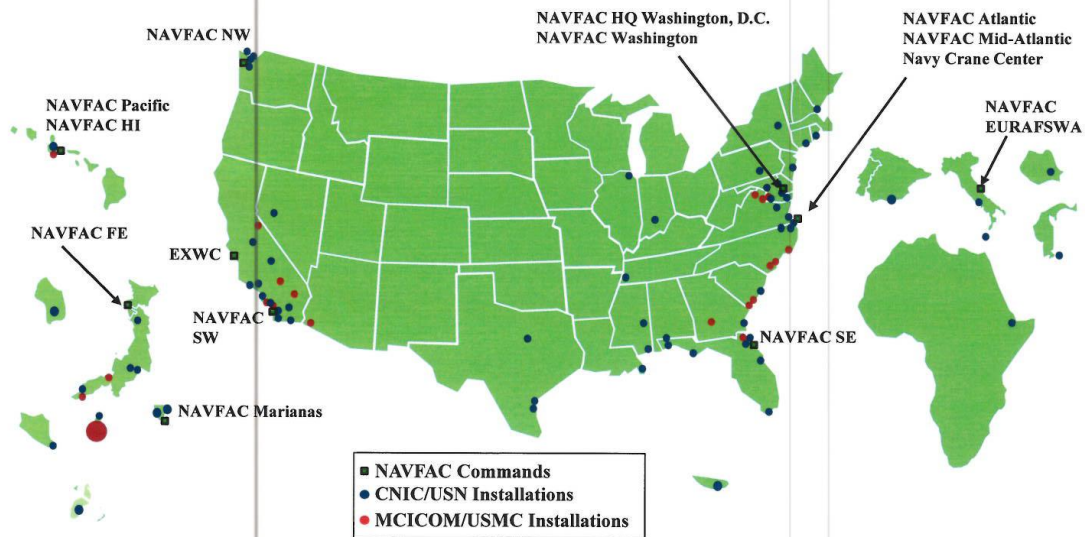
Supported Commands

NAVFAC's global team of planning, construction, facilities services, and acquisition subject matter experts execute our mission daily in support of our stakeholders and the resources they invest in us.

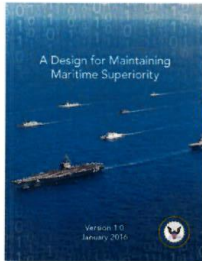




NAVFAC's 100 Points of Delivery



CNO Alignment



Lines of Effort

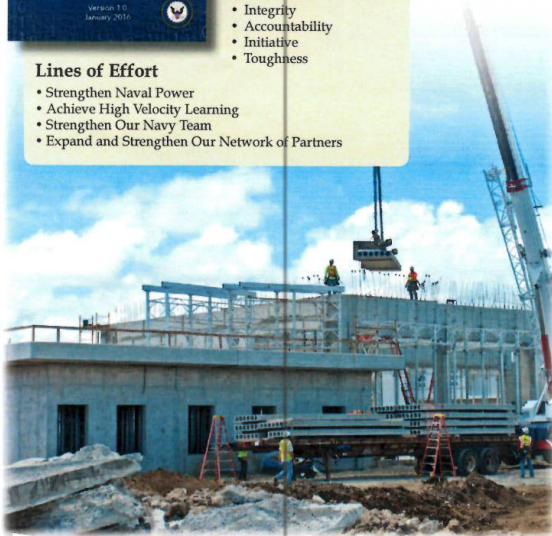
- Strengthen Naval Power
- Achieve High Velocity Learning
- Strengthen Our Navy Team
- Expand and Strengthen Our Network of Partners

Desired Outcome

A Naval Force that produces leaders and teams who learn and adapt to achieve maximum possible performance, and who achieve and maintain high standards to be ready for decisive operations and combat.

Core Attributes

- Integrity
- Accountability
- Initiative
- Toughness



Enhance Naval Shore Readiness

Lines of Effort

Strengthen our NAVFAC team

Focus Areas

Product & Service Delivery: Safely deliver quality, timely, and cost effective products and services through collaborative partnerships.

Infrastructure Readiness: Advance our knowledge of inventory, condition, criticality, and cyber security of assets and systems to inform investment decisions and improve facilities and utilities readiness.

Energy Security: Enhance shore power resilience and efficiency through demand reduction, renewable integration, and grid management systems.

People: Fill our team with highly qualified, motivated people and invest in them to strengthen capability and enthusiasm for our mission.

Financial Trust: Operate transparent, auditable and authoritative business systems that align expenditures with resourcing intent and provide timely reporting to stakeholders.

Analytical Decision-Making: Develop robust business analytics capability to facilitate rapid learning, delineate the relationships between resources and product/service delivery, and improve processes and output.

EEOC FORM 715-01 PART E	<p align="center"><i>U.S. Equal Employment Opportunity Commission</i></p> <p align="center">FEDERAL AGENCY ANNUAL</p> <p align="center">EEO PROGRAM STATUS REPORT</p>
<p align="center">For period covering July 1, 2017 to June 30, 2018</p> <p align="center"><i>NV25 – NAVFAC – MD715 – FY18 – Part E – EEO Program Status Report</i></p>	

EXECUTIVE SUMMARY

This document was prepared to fulfill the reporting portion of the annual Naval Facilities Engineering Command (NAVFAC) responsibilities under Equal Employment Opportunity Commission (EEOC) Management Directive 715 (MD-715).

MD-715 codifies detailed, ongoing federal agency responsibilities to (1) proactively prevent EEO discrimination and (2) to affirmatively hire, place and advance individuals with disabilities as well as the annual responsibilities outlined in this MD-715 report submitted to the EEOC. The Executive Summary, and all other parts of this report, each address the very specific content directed by MD-715.

During the FY18 reporting period, NAVFAC has continued to make progress in its disability program. These areas of improvement consistently involve training of managers and supervisors on the special hiring authorities for individuals with disabilities and on reasonable accommodation. Some of these specific hiring authorities also include the Schedule A(u) hiring authority for individuals with disabilities, 30% Disabled Veterans hiring authority, Veterans Recruitment Appointment (VRA), and the Veterans Employment Opportunity Act (VEOA).

Historically Black Colleges and Universities:

Several of the NAVFAC FECs have also attended outreach events and career fairs. The goal was to provide awareness of NAVFAC career opportunities, increasing the applicant pool of individuals with disabilities, and to provide potential applicants with information on how to apply for employment opportunities at NAVFAC. At the Headquarters and Echelon III and IV Level, NAVFAC also established a number of partnerships with local and national organizations that serve the disability community. During the 2019 reporting year, NAVFAC is gainfully employed in standing up the Historically Black College and University (HBCU) Outreach Program, establishing and developing relationships and partnerships with Morgan State University through Internships, student professional development and job fair recruitment.

The overarching HBCU program objective is to develop NAVFAC sponsored Science, Technology, Engineering and Mathematics (STEM) educational research and employment opportunities with

Morgan State University, in support of students, faculty and institutional research. Specific objectives are:

- To increase the number of faculty and students participating in STEM-related, DON-sponsored research at Morgan State University
- To increase the number of grants awarded to Morgan State University and conduct DON-sponsored STEM professional development opportunities

Please refer to **Appendix A** of this report for further details and relevant information regarding the NAVFAC HBCU accomplishments.

Leadership Development Program:

NAVFAC participates in several career development and training programs. To support the Navy's and NAVFAC's vision for a high-performing workforce, NAVFAC created the Leadership Development Program to provide more robust developmental opportunities for its future civilian senior leaders. The program is designed to provide for deliberate development through progressive learning opportunities consisting of formal education and training, rotational assignments, and other developmental activities. Employees selected for the program will be challenged to perform outside their sphere of influence and "comfort zone." The Leadership Development Program (LDP) represents just one facet of NAVFAC's leadership development opportunities. During the reporting period NAVFAC acquired 72 employees for participation in the Leadership Development Program (LDP). Their program starting in January will include a 360 personal assessment, leadership training, senior management interviews, rotations, multiple attendance at business and operational meetings and mentoring. Further information regarding the Program Specifics, accomplishments and Demographic Overview for the LDP Program, please refer to **Appendix B** of this report.

Workforce Recruitment Program (WRP)

The WRP Program affords qualified college students the opportunity for secure gainful employment within the NAVFAC workforce. The WRP is a specialized Federal Government recruitment program which assists in the identification and placement of qualified college students as well as recent graduates that have certified disabilities. Upon identification and selection, the selectees can be hired non-competitively into temporary, term, and permanent positions in the Federal Service under the Schedule A(u) hiring authority.

When hired through the WRP, centralized funding offered through the Department of Defense (DoD) will pay for temporary interns from this program for a period of up to 14 weeks/70 work days/560 hours, thus providing interns for this length of time at *NO COST* to Naval Facilities Engineering Command (NAVFAC). The temporary interns may also be non-competitively converted to permanent appointments. All WRP candidates employed through permanent appointments and conversions to permanent appointments will be funded by NAVFAC.

Advantages of Using the WRP

- 1 Enables managers to select and hire qualified applicants (without public notice)
- 2 Over 2,000 screened candidates are available in one centralized database
- 3 Candidates are seeking employment in a variety of career fields and there are no restrictions on grade levels or job series
- 4 Resumes, candidate write-ups, and interview notes are already available
- 5 Candidates may be hired for temporary work or permanent work
- 6 Searches can be generated based on specified criteria, including: geographical location preference, post-secondary school, major, job, type of preferred appointment (summer only, permanent only, or both), etc.

For this reporting period, NAVFAC Employed 11 of the 14 selected WRP Students across THE FECs which include:

NAVFAC SW (2), NAVFAC HI (2), NAVFAC LANT (1), NAVFAC SW (1), NAVFAC EXWC (1), NAVFAC SW (3), NAVFAC HQ (1)

In an effort to hire and retain applicants/candidates, and interns with disabilities, the EEO Office will continue to coordinate with HR staff and the WRP Program to increase participation in the future.

Individuals with Targeted Disabilities (IWTDD)

NAVFAC is dedicated to providing equal opportunity in the hiring, placement, and advancement of Individuals with Targeted Disabilities (IWTDD). As a part of this commitment, the NAVFAC has set a goal to ensure that at least 2 percent of IWTDD per Equal Employment Opportunity Commission (EEOC) Regulatory Guidance.

One way to meet the agency's goals of IWTDD is to utilize special hiring authorities such as Schedule A(u) to hire qualified candidates. In conjunction with affirmative hiring, the NAVFAC must also ensure that its current workforce data is accurate; therefore, the DON is encouraging employees to voluntarily self-identify as an IWTDD in an effort toward achieving the respective participation goals.

Table B-1; Total Workforce, showed the NAVFAC employed a total of (323, 2.23%) IWTDDs for the reporting period. Table B-14; Separations show a loss of (33, 3.46%) for IWTDD during the reporting period. Table B-1 supports the most significant accomplishment highlight that NAVFAC met and surpassed the Federal High (EEOC Benchmark) for IWTDD; of 2%, by achieving a IWTDD Workforce rate of 2.23%.

IWTDD per Table B-3, participate at a slightly lower rate in the NAVFAC top eight occupations (220, 20.4%) as compared to their participation rate in the overall workforce (255, 2.39%). It should also be noted that IWTDDs are represented in each of the top eight NAVFAC major occupations.

A review of the NAVFAC IWTD accessions as well as accessions by series/occupational groups -reveal that the total number of Schedule A(u) appointments increased during the reporting period. Per Table B-8; Accessions, the percentages of accessions for IWTD were significantly increased. This increase is directly linked to the Leadership Development Program (LDP) Initiative.

A study/assessment of accessions could not be conducted because the relevant applicant flow data was not available (Navy-wide) as needed to conduct a thorough investigation. NAVFAC will further explore these areas next year to determine if barrier(s) exists within the workforce.

Personal Assistance Services (PAS)

As required by 29 Code of Federal Regulations (C.F.R.) § 1614.203(d)(5), a regulation implementing Section 501 of the Rehabilitation Act of 1973, as amended, federal agencies are required to provide Personal Assistance Services (PAS), in addition to reasonable accommodation, during work hours and work-related travel to employees with targeted (severe) disabilities unless doing so would impose an undue hardship. NAVFAC affirms its commitment to providing PAS so that employees who cannot be at work without PAS may enjoy the opportunities and benefits of employment.

PAS allow individuals to perform activities of daily living that an individual would typically perform if he or she did not have a disability, such as assistance with removing and putting on clothing, eating, and using the restroom.

During the reporting period, employees were encouraged to update their MYBIZ and TWMS accounts for self-identification in accordance with 41 CFR, 60-741.42 (Invitation to Self-Identification) and Schedule A(u) Hiring Authority (256 Form) through the use of the internal media announcements and DFAS notifications to the workforce.

OCHR 462 Part III Reporting

OCHR Staffing Request was presented to NAVFAC to solicit, collect and consolidate the analytics from the respective FECS relative to Agency & Contract Resources. Further information regarding the consolidated reporting analytics for the 462 Part III Reporting, please refer to **Appendix C** of this report.

Achievement of Excellence

As NAVFAC moves towards achieving a Model EEO Program compliant with the Self-Assessment Checklist for outstanding accomplishments, NAVFAC Far East recognizes the outstanding achievements of the 2019 Black Engineer of the Year Award (BEYA) recipient, Krystle McCain. Serving NAVFAC as the Yokosuka, Japan Installation Environmental Program Director – McClain was recognized for the significant professional achievement(s) in science, technology, engineering and Math (STEM). McClain will be presented with the award during the 9 Feb 2019 BEYA STEM Global Competitiveness Conference, which will be held in the Washington, D. C. Area. Further information

regarding the scope and focus of the Achievement of Excellence Award, please refer to **Part J** of this report.

Work Force Barrier Analysis Team (WBAT)

NAVFAC HQ established a Workforce Barrier Analysis Team (WBAT) during this reporting period to assist in their barrier analysis efforts to achieve the Command's targeted goals for employment of IWTG. The Workforce Barrier Analysis Team (WBAT), that was established during the reporting period has proven to be useful in providing assistance in reviewing workforce analytics to achieve the Command's targeted goals for employment of IWTG. The WBAT focus and scope is planned to provide analysis of best practices, barrier identification and analytical process improvement which will increase internal and external communications. The WBAT Team consists of representatives from: HR Analyst (Enterprise Workforce Planning) and Business Analytics Division Analyst (BD51). Oversight for the team was provided by the NAVFAC HQ EEO Affirmative Employment Manager.

Reasonable Accommodation Process

The standardized reasonable accommodation tracking spreadsheet, that was implemented during the FY15 reporting period and continues to generate positive results by way of scorecard and pinpointing areas for improvement in the Reasonable Accommodation (RA) process during the FY18 reporting period. The use of this standardized tracking spreadsheet has allowed some of the FECs to identify areas for improvements in their reasonable accommodation processing. As a result, significant progress has been achieved in processing reasonable accommodation request in a timely manner.

NAVFAC realized the continued enhancement in the marketing of available positions at NAVFAC through the use of social media such as Facebook and Twitter. Collaboration continues with the NAVFAC resources and the Public Affairs Office to discuss the best use social media to reach targeted groups, such as individuals with disabilities.

Federal Equal Opportunity Recruitment Program (FEORP)

The DON FEORP accomplishments have been consolidated within the NAVFAC MD-715 Report. Further information regarding the FEORP Accomplishments, Overview, Metrics and Goals, please refer to **Appendix D** of this report.

NAVFAC plans to continue to develop quantifiable metadata requirements for each of the measures, to ensure accurate and repeatable assessments. Additionally, the NAVFAC will continue to conduct periodic validation checks throughout the year to ensure progress can be tracked and measured.

EEO Program Status Report

FY 2018

Part F

Certification of Establishment Of Continuing EEO Program

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

Date

EEO Program Status Report

FY 2018

Part G

Self-Assessment Checklist

#	EEOC Elements				COMMAND-LEVEL QUESTIONS	Has measure been met?		Comments
						Yes	No	
1	A	1	a	0	Does the command annually issue a signed and dated EEO policy statement on command letterhead that clearly communicates the command's commitment to EEO for all employees and applicants? If "yes", please provide the annual issuance date in the comments column	X		CDR Korka came on board on 10/19/2018 and signed the policy on 10/19/2018
2	A	2	a	1	Does the command disseminate the following policies and procedures to all employees: Anti-harassment policy? [see MD 715, II(A)]	X		
3	A	2	a	2	Does the command disseminate the following policies and procedures to all employees: Reasonable accommodation procedures? [see 29 C.F.R § 1614.203(d)(3)]	X		The Reasonable Accommodation Policy Procedures were coordinated through OCHR, DPM Manager and submitted to NAVFAC on
4	A	2	b	1	Does the command prominently post the following information throughout the workplace and on its public website: The business contact information for its EEO Counselors, EEO Officers, Special Emphasis Program Managers, and EEO Director? [see 29 C.F.R § 161	X		
5	A	2	b	2	Does the command prominently post the following information throughout the workplace and on its public website: Written materials concerning the EEO program, laws, policy statements, and the operation of the EEO complaint process? [see 29 C.F.R § 1614.102	X		

6	A	2	b	3	Does the command prominently post the following information throughout the workplace and on its public website: Reasonable accommodation procedures? [see 29 C.F.R. § 1614.203(d)(3)(i)] If so, please provide the internet address in the comments column.	X		
7	A	2	c	1	Does the command inform its employees about the following topics: EEO complaint process? [see 29 CFR §§ 1614.102(a) (12) and 1614.102(b)(5)] If “yes”, please provide how often.	X		During supervisory/employee training and performance feedback/counseling sessions. Regular recurring basis and during New employee orientation
8	A	2	c	2	Does the command inform its employees about the following topics: ADR process? [see MD-110, Ch. 3(II)(C)] If “yes”, please provide how often.	X		During supervisory/employee training and performance feedback/counseling sessions. Regular recurring basis, during New employee orientation
9	A	2	c	3	Does the command inform its employees about the following topics: Reasonable accommodation program? [see 29 CFR § 1614.203(d)(7)(ii)(C)] If “yes”, please provide how often.	X		During supervisory/employee training and performance feedback/counseling sessions. Regular recurring basis, during New employee orientation
10	A	2	c	5	Does the command inform its employees about the following topics: Behaviors that are inappropriate in the workplace and could result in disciplinary action? [5 CFR § 2635.101(b)] If “yes”, please provide how often.	X		During supervisory/employee training and performance feedback/counseling sessions. Regular recurring basis, during new employee orientation
11	A	3	a	0	Does the command provide recognition to employees, supervisors, managers, and units demonstrating superior accomplishment in equal employment opportunity? [see 29 CFR § 1614.102(a) (9)] If “yes”, provide one or two examples in the comments section.	X		Employee was awarded for contributions to the EEO program, Individual recognition via the Non-Monetary Award, Policy statements, and annually

12	A	3	b	0	Does the command utilize the Federal Employee Viewpoint Survey or other climate assessment tools to monitor the perception of EEO principles within the workforce? [see 5 CFR Part 250]	X		
13	B	3	b	0	Does the command's current strategic plan reference EEO / diversity and inclusion principles? [see MD-715, II(B)] If "yes", please identify the EEO principles in the strategic plan in the comments column.	X		This effort is conducted at the HQ level
14	B	4	a	1	Pursuant to 29 CFR §1614.102(a)(1), has the command allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas: To conduct a self-assessment of the command for possible program deficiencies? [see MD-715, II(D)]	X		Compliance has is achieved based on the utilization of collateral duty volunteers who assist us in moving towards a Model Six EEO program. We are structured at 80% and submit program effort at a low through our BOP.
15	B	4	a	2	Pursuant to 29 CFR §1614.102(a)(1), has the command allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas: To enable the command to conduct a thorough barrier analysis of its workforce? [see MD-715, II(B)]	X		Compliance has is achieved based on the utilization of collateral duty volunteers who assist us in moving towards a Model Six EEO program.
16	B	4	a	3	Pursuant to 29 CFR §1614.102(a)(1), has the command allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas: To timely, thoroughly, and fairly process EEO complaints, including EEO counseling, investigations, final command decisions, and legal sufficiency reviews? [see 29 CFR § 1614.102(c)(5) & 1614.105(b) – (f); MD-110, Ch. 1(IV)(D) & 5(IV); MD-715, II(E)]	X		

17	B	4	a	4	Pursuant to 29 CFR §1614.102(a)(1), has the command allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas: To provide all supervisors and employees with training on the EEO program, including but not limited to retaliation, harassment, religious accommodations, disability accommodations, the EEO complaint process, and ADR? [see MD-715, II(B) and III(C)] If not, please identify the type(s) of training with insufficient funding in the comments column.	X		NAVFAC is compliant in providing the required training; however, funding challenges exist which impede our Staff from providing face to face training. We are able to provide all supervisor and employees training through by way of the TWMS automation database. The benefit of face-to-face training remains invaluable as well as required.
18	B	4	a	5	Pursuant to 29 CFR §1614.102(a)(1), has the command allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas: To conduct thorough, accurate, and effective field audits of the EEO programs in components and the field offices, if applicable? [see 29 CFR §1614.102(c)(2)]	X		
19	B	4	a	6	Pursuant to 29 CFR §1614.102(a)(1), has the command allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas: To publish and distribute EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures)? [see MD-715, II(B)]	X		
20	B	4	a	7	Pursuant to 29 CFR §1614.102(a)(1), has the command allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas: To maintain accurate data collection and tracking systems for the following types of data: complaint tracking, workforce demographics, and applicant flow data? [see MD-715, II(E)]. If not, please identify the systems with insufficient funding in the comments section.	X		HQ and the FEC have the appropriate staff measures to retrieve data analytics for complaint data, workforce demographics and applicant data flow

21	B	4	a	8	Pursuant to 29 CFR §1614.102(a)(1), has the command allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas: To effectively administer its special emphasis programs (such as, Federal Women's Program, Hispanic Employment Program, and People with Disabilities Program Manager)? [5 USC § 7201; 38 USC § 4214; 5 CFR § 720.204; 5 CFR § 213.3102(t) and (u); 5 CFR § 315.709]	X		NAVFAC maintained compliance throughout FY18 based solely on the SES participation who successfully executed SEP functionality. Per the NAVFAC Executive Director and POM planning, NAVFAC anticipates RA and PAS Service augmentation to our staff shortly.
22	B	4	a	10	Pursuant to 29 CFR §1614.102(a)(1), has the command allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas: To effectively manage its reasonable accommodation program? [see 29 CFR § 1614.203(d)(4)(ii)]		X	Our workload requires additional support in processing RA and PAS Services with the lack of a Subject Matter Expert (SME). This requirement has been submitted in POM 21.
23	B	4	a	11	Pursuant to 29 CFR §1614.102(a)(1), has the command allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas: To ensure timely and complete compliance with EEOC orders? [see MD-715, II(E)]	X		
24	B	4	b	0	Does the EEO office have a budget that is separate from other offices within the command? [see 29 CFR § 1614.102(a)(1)]	X		The EEO budget is a distinct part of the Business Directorate budget.
25	C	1	a	0	Does the command regularly assess its component and field offices for possible EEO program deficiencies? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.	X		This effort is conducted at the HQ level on an as required basis.
26	C	1	b	0	Does the command regularly assess its component and field offices on their efforts to remove barriers from the workplace? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.	X		This effort is conducted at the HQ level on an as required basis.

27	C	2	b	3	Does the command ensure that job applicants can request and receive reasonable accommodations during the application and placement processes? [see 29 CFR 1614.203(d)(1)(ii)(B)]	X		
28	C	2	b	5	Does the command process all accommodation requests within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If "no", please provide the percentage of timely-processed requests in the comments column.		X	Reasonable Accommodation (RA) requests are timely processed 75% of the time for FY 2018. We are currently improving performance of this measure and developing a Metric to reflect our future progress in processing time.
29	C	4	b	0	Has the command established timetables/schedules to review at regular intervals its merit promotion program, employee recognition awards program, employee development/training programs, and management/personnel policies, procedures, and practices for systemic barriers that may be impeding full participation in the program by all EEO groups? [see MD-715 Instructions, Sec. I]	X		Position Management Board meets twice a month to discuss Total Force issues. Human Capital Board meets twice a month to discuss HR issues and assessment of programs.
30	C	5	b	0	When appropriate, does the command discipline or sanction managers and employees for discriminatory conduct? [see 29 CFR §1614.102(a)(6)] If "yes", please state the number of disciplined/sanctioned individuals during this reporting period in the comments.		X	No finding of discrimination during this reporting period
31	C	5	c	0	If the command has a finding of discrimination (or settles cases in which a finding was likely), does the command inform managers and supervisors about the discriminatory conduct? [see MD-715, II(C)]	X		
32	D	1	b	0	Does the command regularly use the following sources of information for trigger identification: workforce data; complaint/grievance data; exit surveys; employee climate surveys; focus groups; affinity groups; union; program evaluations; special emphasis programs; reasonable accommodation program; anti-harassment	X		Not on a regular basis

					program; and/or external special interest groups? [see MD-715 Instructions, Sec. I]			
33	D	1	c	0	Does the command conduct exit interviews or surveys that include questions on how the command could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities? [see 29 CFR 1614.203(d)(1)(iii)(C)]	X		
34	D	2	a	0	Does the command have a process for analyzing the identified triggers to find possible barriers? [see MD-715, (II)(B)]	X		
35	D	2	b	0	Does the command regularly examine the impact of management/personnel policies, procedures, and practices by race, national origin, sex, and disability? [see 29 CFR §1614.102(a)(3)]	X		
36	D	2	c	0	Does the command consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions, such as re-organizations and realignments? [see 29 CFR §1614.102(a)(3)]	X		
37	D	2	d	0	Does the command regularly review the following sources of information to find barriers: complaint/grievance data, exit surveys, employee climate surveys, focus groups, affinity groups, union, program evaluations, anti-harassment program, special emphasis programs, reasonable accommodation program; anti-harassment program; and/or external special interest groups? [see MD-715 Instructions, Sec. I] If “yes”, please identify the data sources in the comments column.	X		Complaint data, RA program data, and climate surveys
38	D	3	b	0	If the command identified one or more barriers during the reporting period, did the command implement a plan in Part I, including meeting the target dates for the planned activities? [see MD-715, II(D)]	X		NA. Barrier not identified

39	D	3	c	0	Does the command periodically review the effectiveness of the plans? [see MD-715, II(D)]	X		
40	D	4	d	0	Has the command taken specific steps that are reasonably designed to increase the number of persons with disabilities or targeted disabilities employed at the command until it meets the goals? [see 29 CFR 1614.203(d)(7)(ii)]	X		
41	E	1	b	0	Does the command provide written notification of rights and responsibilities in the EEO process during the initial counseling session, pursuant to 29 CFR §1614.105(b)(1)?	X		
42	E	1	e	0	Does the command ensure all employees fully cooperate with EEO counselors and EEO personnel in the EEO process, including granting routine access to personnel records related to an investigation, pursuant to 29 CFR §1614.102(b)(6)?	X		DEEO experienced one incident of failure to cooperate; promptly reported to management and Counsel
43	E	1	j	0	If the command uses contractors to implement any stage of the EEO complaint process, does the command hold them accountable for poor work product and/or delays? [See MD-110, Ch. 5(V)(A)] If “yes”, please describe how in the comments column.	X		NA. No contractors have been used during the FY18 reporting period
44	E	1	k	0	If the command uses employees to implement any stage of the EEO complaint process, does the command hold them accountable for poor work product and/or delays during performance review? [See MD-110, Ch. 5(V)(A)]	X		
45	E	1	l	0	Does the command submit complaint files and other documents in the proper format to EEOC through the Federal Sector EEO Portal (FED SEP)? [See 29 CFR § 1614.403(g)]	X		
46	E	2	a	0	Has the command established a clear separation between its EEO complaint program and its defensive function? [see MD-110, Ch. 1(IV)(D)]	X		

47	E	2	b	0	When seeking legal sufficiency reviews, does the EEO office have access to sufficient legal resources separate from the agency representative? [see MD-110, Ch. 1(IV)(D)] If “yes”, please identify the source/location of the attorney who conducts the legal sufficiency review in the comments column.	X		Legal reviews are conducted by Counsel at NAVFAC Northwest
48	E	2	d	0	Does the command ensure that its agency representative does not intrude upon EEO counseling, investigations, and final command decisions? [see MD-110, Ch. 1(IV)(D)]	X		
49	E	3	b	0	Does the command require managers and supervisors to participate in ADR once it has been offered? [see MD-715, II(A)(1)]	X		
50	E	3	d	0	Does the command ensure a management official with settlement authority is accessible during the dispute resolution process? [see MD-110, Ch. 3(III)(A)(9)]	X		
51	E	3	e	0	Does the command prohibit the responsible management official named in the dispute from having settlement authority? [see MD-110, Ch. 3(I)]	X		NAVFAC Command appoints the Management Settlement Authority for mediations and settlement agreements.
52	E	2	c	0	Does the attorney that does legal sufficiency review serve as an agency representative?		X	The legal review function is separated from the local unit per MD-110 guidance or individual FEC.
53	E	1	a	0	Does the command issue the notice of right to file on or before the 30th day (if no extension was requested or granted or no ADR accepted), and issue the notice of right to file a formal complaint on or before the 90th day (where ADR was accepted or an extension granted)? In comment section, provide the number of complaints that fall in to the following categories as found in the 462 report, Part I - C: 1. Counseled Within 30 Days 2. Counseled Within 31 to 90 Days 2a. Counseled Within Written Extension Period No Longer Than 60 Days 2b. Counseled Within 90 Days Where Individual	X		1. 0 2. 8 2a. 4 2b. 4 2c. 0 3. 0

					Participated in ADR 2c. Counseled Within 31-90 Days That Were Untimely 3. Counseled Beyond 90 Days			
54	E	1	c	0	Does the command issue acknowledgment letters immediately upon receipt of a formal complaint, pursuant to MD-110, Ch. 5(l)?	X		
55	E	1	f	0	Did the command issue all reports of investigation on or before 180 days (or, for when an extension was granted, on or before 270 days)? In the comment section, provide the number of complaints that fall in to the following categories as found in the 462 report, Part IX: 1. Investigations Completed by Agency Personnel (a + b + c) 1a. Investigations Completed in 180 Days or Less 1b. Investigations Completed in 181 - 360 Days 1b1. Timely Completed Investigations 1b2. Untimely Completed Investigations 1c. Investigations Completed in 361 or More Days 2. Investigations Completed by Contractors (a + b + c) 2a. Investigations Completed in 180 Days or Less 2b. Investigations Completed in 181 - 360 Days 2b1. Timely Completed Investigations 2b2. Untimely Completed Investigations 2c. Investigations Completed in 361 or More Days	X		1. 5 1a. 0 1b. 5 1b1. 5 1b2. 0 1c. 0 2. 0 2a. 0 2b. 0 2b1. 0 2b2. 0 2c. 0
56	E	1	g	0	If the command does not timely complete investigations, does the command issue the notice of untimely investigation letter (108(g) letter), which advises the complainant of rights to a hearing/FAD, on or before the 180th day if the investigation is not complete?	X		It is a practice to issue the untimely Investigation letter as regulatory instructed. One FEC experienced challenges in issuing the Untimely letter during the reporting period, which was a unique non-reoccurring instance.

57	F	2	a	1	When a complainant files a hearing, does the command upload the official case file in FEDSEP to EEOC within 15 days of receiving the <i>first</i> notification that the complainant requested a hearing? (i.e. Do NOT wait until receipt of acknowledgement of hearing notice.)	X		
58	F	2	a	3	When a complainant files an appeal, does the command upload the official case file in FEDSEP to EEOC within 30 days of the agency's <i>first</i> notification of the complainant filing an appeal? (i.e. Do NOT wait until receipt of acknowledgement of appeal notice.)	X		
59	E	1	d	0	Does the command issue acceptance letters/dismissal decisions within 30 days from the date of receipt of the formal complaint? In the comments section, provide (1) the number issued within 30 days and (2) not issued within 30 days of receipt of the formal complaint.	X		Accept/dismiss letters were timely issued 97% of the time for FY18. 1. 76 2. 2
60	B	4	d	0	Does the command ensure that all new counselors and investigators, including contractors and collateral duty employees, receive the required 32 hours of training, pursuant to Ch. 2(II)(A) of MD-110? Commands must maintain copies of training certificates for all counselors and investigators for a period of three fiscal years.	X		
61	B	4	e	0	Does the command ensure that all experienced counselors and investigators, including contractors and collateral duty employees, receive the required 8 hours of annual refresher training, pursuant to Ch. 2(II)(C) of MD-110? Commands must maintain copies of training certificates for all counselors and investigators for a period of three fiscal years.	X		
62	B	1	d	0	Does the Principal EEO Official (i.e. CDEEOO/DEEOO) regularly participate in senior-level staff meetings concerning personnel, budget, technology, and other workforce issues? [see MD-715, II(B)]	X		

63	B	1	c	0	During this reporting period, did the Principal EEO Official (i.e. CDEEOO/DEEOO) present to the head of the command, and other senior management officials, the "State of the command" briefing covering the six essential elements of the model EEO program and the status of the barrier analysis process? [see MD-715 Instructions, Sec. I)] If "yes", please provide the date of the briefing in the comments column.	X		This effort is conducted at the HQ level, Weekly BD meetings; Monthly XO/Skipper briefs, to present October 2018
64	C	3	c	0	Does the Principal EEO Official (i.e. CDEEOO/DEEOO) recommend to the command head improvements or corrections, including remedial or disciplinary actions, for managers and supervisors who have failed in their EEO responsibilities? [see 29 CFR §1614.102(c)(2)]	X		
65	C	3	d	0	When the Principal EEO Official (i.e. CDEEOO/DEEOO) recommends remedial or disciplinary actions, are the recommendations regularly implemented by the command? [see 29 CFR §1614.102(c)(2)]	X		Yes for remedial actions
66	A	1	b	0	Does the EEO policy statement address all protected bases (age, color, disability, sex (including pregnancy, sexual orientation and gender identity), genetic information, national origin, race, religion, and reprisal) contained in the laws EEOC enforces?	X		
67	B	3	a	0	Do EEO program officials participate in command meetings regarding workforce changes that might impact EEO issues, including strategic planning, recruitment strategies, vacancy projections, succession planning, and selections for training/career development?	X		
68	B	6	a	0	Are senior managers involved in the implementation of Special Emphasis Programs? [see MD-715 Instructions, Sec. I]	X		Special Emphasis Programs are being conducted by SES Leadership within the Command.

69	B	6	b	0	Do senior managers participate in the barrier analysis process? [see MD-715 Instructions, Sec. I]	X		NAVFAC HQ is actively developing a Barrier Analysis team to review and analyze AEP Program Data.
70	B	6	c	0	When barriers are identified, do senior managers assist in developing command EEO action plans (Part I, Part J, or the Executive Summary)? [see MD-715 Instructions, Sec. I]	X		NA. No barriers were identified
71	B	6	d	0	Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into command strategic plans? [29 CFR § 1614.102(a)(5)]	X		
72	C	1	c	0	Do the component and field offices make reasonable efforts to comply with the recommendations of the field audit? [see MD-715, II(C)]	X		
73	C	4	d	0	Does the HR office timely provide the EEO office access to other data (e.g., exit interview data, climate assessment surveys, and grievance data), upon request? [see MD-715, II(C)]	X		
74	C	4	e	1	Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to: Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]	X		Staffing and Recruitment Branch
75	C	4	e	2	Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to: Develop and/or conduct outreach and recruiting initiatives? [see MD-715, II(C)]	X		
76	C	4	e	4	Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to: Identify and remove barriers to equal opportunity in the workplace? [see MD-715, II(C)]	X		
77	C	4	e	5	Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to: Assist in preparing the MD-715 report? [see MD-715, II(C)]	X		

78	C	6	a	0	Does the EEO office provide management/supervisory officials with regular EEO updates on at least an annual basis , including EEO complaints, workforce demographics and data summaries, legal updates, barrier analysis plans, and special emphasis updates? [see MD-715 Instructions, Sec. I] If “yes”, please identify the frequency of the EEO updates in the comments column.	X		CDEEO Briefs Command on a Quarterly Basis for the State of the Agency Brief.
79	C	6	b	0	Are EEO officials readily available to answer managers’ and supervisors’ questions or concerns? [see MD-715 Instructions, Sec. I]	X		
80	E	2	e	0	If applicable, are processing time frames incorporated for the legal counsel’s sufficiency review for timely processing of complaints? EEOC Report, Attaining a Model command Program: Efficiency (Dec. 1, 2004)	X		
81					Can the command identify all supervisors and managers of civilians, including military personnel assigned to those roles? “Supervisors” are any individuals (including military personnel and civilian employees) who are directly above one or more civilian employees in the organization, and provide them immediate oversight. “Managers” oversee civilians indirectly, through the employees’ immediate supervisors. Managers include all personnel in the management chain, up to and including the unit head, who are directly between any immediate supervisor and the unit head. Managers thus can also include both military personnel and civilian employees. Managers of civilians are often also supervisors of other civilians. In the comment section, provide the number(s) of (1) civilian supervisors, (2) civilian managers, (3) military supervisors, and (4) military managers. For those individuals who are both supervisors and managers, account for them as if they are only supervisors.	X		NAVFAC Command has identified Managers & Supervisors according to the data from TWMS & HrLINK: 1.Civilian Supervisors: 459 2. Civilian Managers: 2,413 3. Military Supervisors: 585 4. Military Managers: 0

82					<p>For questions 83 through 86: Supervisors/managers may be considered compliant if one or both of the following are true: (1) they have taken the training within the past three Fiscal Years (2) they have not yet taken the training, but were still within one year of their initial assignment to a supervisory position, effective 1 Oct 2018. For NO answers, commands must provide comments in the Notes section and identify: (1) the number (vs. percentage) who did not receive the training, (2) why they did not obtain the required training, and (3) what has been done to resolve the training gap(s).</p>	x		4. Military Managers = 7
83	B	5	a	1	<p>Pursuant to 29 CFR § 1614.102(a)(5), have all managers and supervisors received training on their responsibilities under the following areas under the command EEO program: EEO Complaint Process? [see MD-715(II)(B)]. In the comment section, indicate the training course(s) used to do so.</p>	X		<p>ADR Training</p> <p>RA and Personal Assistance Services (PAS) Training</p> <p>Supervisor & Managers EEO Training</p> <p>Prevention of Sexual Harassment (POSH) Training.</p> <p>No FEAR Act Training.</p>
84	B	5	a	2	<p>Pursuant to 29 CFR § 1614.102(a)(5), have all managers and supervisors received training on their responsibilities under the following areas under the command EEO program: Reasonable Accommodation Procedures? [see 29 C.F.R. § 1614.102(d)(3)]. In the comment section, indicate the training course(s) used to do so.</p>	X		<p>RA training for supervisors and managers was conducted by a Training Coordinator in February 2018. EEO Staff conducts training on RA twice a year for all new supervisors and managers in conjunction with HRO Training. The Training Coordinator also conducts individualized training to supervisors/managers who supervise those who have requested a RA.</p>

85	B	5	a	4	Pursuant to 29 CFR § 1614.102(a)(5), have all managers and supervisors received training on their responsibilities under the following areas under the command EEO program: Supervisory, managerial, communication, and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications? [see MD-715, II(B)]. In the comment section, indicate the training course(s) used to do so.	X	Available training includes but is not limited to: Conflict Resolution, Team Building, Coaching and Mentoring, NEI, NEI II, NEI III. Special Sensitivity Training on supervising individuals with disabilities.
86	B	5	a	5	Pursuant to 29 CFR § 1614.102(a)(5), have all managers and supervisors received training on their responsibilities under the following areas under the command EEO program: ADR, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR? [see MD-715(II)(E)]. In the comment section, indicate the training course(s) used to do so.	X	ADR Training DON - Tier I, II & III Basic and Advanced Mediation Training NAVFAC ADR Training OCHR ADR Training

EEO Program Status Report

FY 2018

Part H

Plans to Correct Identified Deficiencies

EEOC FORM 715-01 FY18 PART H	<i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Naval Facilities Engineering Command (NAVFAC)		FY 2019 Plan
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	In FY18, Enhanced in-depth training/education and follow up with a focused intent to monitor progress and identify potential barriers needed for the Headquarters, FECs regarding training, education and maintaining established timelines to monitor the progress as it relates to annual training requirements and the MD-715.	
OBJECTIVE:	Command Deputy EEO Officer (CDEEO) will enhance the focus on education and training by conducting required annual EEO training, ADR, POSH and AEP training with the various HROs, EEO FECs and Workforce Community Stakeholders necessary to meet the DONs obligation to monitor progress, identify areas where barriers exist within specific participation groups and develop strategic plans to address the removal of barriers.	
RESPONSIBLE OFFICIAL:	CDEEO, Deputy EEO Officer (DEEO)s and EEO Specialists assigned to Affirmative Employment Program Programs, HRO and Workforce Barrier Analysis Team Members.	
DATE OBJECTIVE INITIATED:	December 2018	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	March 2019 (Continuous Activity)	

<p>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</p>	<p>Based on the CDEEO and EEO Staff's interaction with the various stakeholders and responses received to the MD-715, the CDEEOO has determined an increased focus needs to be placed on training, education and maintaining established timelines to monitor the progress as it relates to MD-715.</p> <p>Action Item 1 – The CDEEO and DEEO, to establish timelines for conducting education and training for stakeholders to ensure they are educated on the MD-715 and the roles/responsibilities required to maintain compliance with the directive.</p> <p>Action Item 2 – AEP Program Manager work to establish and maintain follow up timelines with the NAVFAC FECs.</p>
<p>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</p>	

EEOC FORM 715-01 FY18 PART H	<i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Naval Facilities Engineering Command (NAVFAC)		FY 2019 Plan
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	During the rating period, NAVFAC was not as efficient as possible in processing Reasonable Accommodation (RA) requests within Department of Navy's 30-day timeframe. In FY18, 70% of cases were processed timely.	
OBJECTIVE:	To process 90% of RA cases within the DON-required 30-day timeframe.	
RESPONSIBLE OFFICIAL:	CDEEO, DEEOs, Business Director, incumbent Disability Program Manager and HRO.	
DATE OBJECTIVE INITIATED:	June 2018	

TARGET DATE FOR COMPLETION OF OBJECTIVE:	Jan 2019 (Continuous Activity)
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	<p>Procurement of contracting services for Disability Program Manager.</p> <p>Action Item 1 – Assess current RA processing weaknesses.</p> <p>Action Item 2 – Develop RA Process improvements.</p> <p>Action Item 3 – Implement RA Process improvements.</p> <p>Action Item 4 – Assess weakness(s) Identified, Implementation of improvements and tweak adjust the RA Process accordingly, until 90% processing efficiency is achieved.</p>
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

EEO Program Status Report

FY 2018

Part I

Plans to Eliminate Identified Barrier

EEOC FORM 715-01 PART I	<p align="center">U.S. Equal Employment Opportunity Commission</p> <p align="center">FEDERAL AGENCY ANNUAL</p> <p align="center">EEO PROGRAM STATUS REPORT</p>	
Naval Facilities Engineering Command (NAVFAC)	FY 2019 PLAN	
<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>Based on Defense Civilian Personnel Data System (DCPDS) total workforce data for FY18, NAVFAC had a low participation rate of Hispanic Males in the Workforce at the end of the reporting period. The NAVFAC workforce was comprised of 4.68 % Hispanic Males for the current reporting period. This was a small increase from FY17 of 4.62%, but remained deficient. The National CLF for Hispanic Males is 5.20%.</p>	
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>Workforce data was assessed and analyzed as provided by HR Link. Applicant pool data was not available, which prevented NAVFAC from furthering its barrier analysis on low participation of Hispanic Males in the workforce.</p>	
<p>STATEMENT OF IDENTIFIED BARRIER:</p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>NAVFAC Has not been able to identify any Policy, Practice or Procedure at this time, which may be a barrier resulting in the low participation rate of Hispanic Males.</p> <p>A barrier was not identified as this condition requires further analysis.</p>	
<p>OBJECTIVE:</p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>To continue analysis of data relative to Hispanic Males and to determine if a barrier exists to the employment of Hispanic Males within NAVFAC.</p>	
<p>RESPONSIBLE OFFICIAL:</p>	<p>Command Deputy EEO Officer</p> <p>Affirmative Employment Manager</p> <p>Human Resources Office Director</p> <p>Business Director</p>	
<p>DATE OBJECTIVE INITIATED:</p>	<p>1 November 2018</p>	
<p>TARGET DATE FOR COMPLETION OF OBJECTIVE:</p>	<p>30 October 2019</p>	

EEOC FORM 715-01 PART I-2	EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
Obtain applicant pool data and statistics on individuals applying for positions.	15 August 2019	
Obtain information on accessions/separations.	15 August 2019	
Analyze data to determine if a barrier exists to the participation of Hispanic Males.	30 September 2019	

FY18 STATISTICS WORKFORCE PROFILE

The civilian total workforce numbers for FY18, were 14,690 permanents and 189 temporary employees (14,879). Analysis of the overall workforce was completed utilizing HR Link data reports which accounts for Civilian (Appropriated and Non-Appropriated) and Contract Employees who support the warfighter located worldwide.

As of 30 Oct 2018, NAVFAC FY18 workforce data indicated the employment rates of the following groups. The data reflects the overall findings from the statistical analysis of NAVFAC workforce compared to the previous year.

	NAVFAC FY 17	NAVFAC FY 18
White Males	49.44%	48.52% ↓
White Females	12.92%	12.73% ↓
Black Males	8.35%	8.39% ↑
Black Females	3.74%	3.82% ↑
Hispanic Males	4.62%	4.68% ↑
Hispanic Females	1.81%	1.77% ↓
Asian Males	9.86%	10.17% ↑
Asian Females	3.83%	4.06% ↑
American Indian Males	0.61%	0.71% ↑
American Indian Females	0.23%	0.26% ↑
Native Hawaiian Males	2.48%	2.62% ↑
Native Hawaiian Females	1.01%	1.02% ↑
Two or more Races Male	0.81%	0.91% ↑
Two or more Races Female	0.29%	0.34% ↑
Unspecified Male	0.01%	0.01% -
Unspecified Female	0.01%	0.0% ↓

Compared to FY17, NAVFAC workforce experienced workforce fluctuations within the above Race National Origin Categories however there were no fluctuations greater than 1% in any category.

Total Workforce Analysis Breakdown

NAVFAC Top Major Occupational Series are:

Engineering Technical (0802)
 Contracting (1102)
 Civil Engineering (0810)
 General Business and Industry (1101)
 General Engineering (0801)
 Maintenance Mechanic (4749)
 Electrician (2805)
 Information Technology Management (2210)

<u>Engineering Technical (0802)</u>	NAVFAC FY17	NAVFAC FY18
White Males	70.07%	69.84% ↓
White Females	5.15%	5.14% ↓
Black Males	7.53%	7.95% ↑
Black Females	0.69%	0.68% ↓
Hispanic Males	4.96%	5.53% ↑
Hispanic Females	0.40%	0.48% ↑
Asian Males	7.33%	6.89% ↓
Asian Females	0.40%	0.39% ↓
American Indian Males	0.79%	0.58% ↓
American Indian Females	0.10%	0.10% -
Native Hawaiian Males	1.78%	1.65% ↓
Native Hawaiian Females	0.20%	0.19% ↓
Two or more Races Male	0.50%	0.48% ↓

Two or more Races Female	0.10%	0.10% -
<u>Contracting (1102)</u>	<u>FY17</u>	<u>FY18</u>
• Black/African American Males	4.22%	4.54% ↑
• Black/African American Females	9.81%	11.17% ↑
• White Males	21.12%	21.35% ↑
• White Females	30.56%	28.65% ↓
• Asian Males	5.71%	5.64% ↓
• Asian Females	12.30%	12.39% ↑
• Hispanic or Latino Males	2.11%	2.10% ↓
• Hispanic or Latino Females	4.97%	4.98% ↑
• Native Hawaiian/Other Pacific Islander Males	1.99%	1.88% ↓
• Native Hawaiian/Other Pacific Islander Females	4.60%	3.98% ↓
• American Indian/Alaska Native Males	0.0%	0.22% ↑
• American Indian/Alaska Native Females	0.37%	0.55% ↑
• Two or More Races Males	1.24%	1.44% ↑
• Two or More Races Females	0.99%	1.11% ↑
<u>Civil Engineering (0810)</u>	<u>FY17</u>	<u>FY18</u>
• Black/African American Males	2.38%	2.66% ↑
• Black/African American Females	0.48%	0.63% ↑
• White Males	49.76%	48.04% ↓
• White Females	9.83%	10.33% ↑
• Asian Males	22.35%	23.00% ↑

• Asian Females	6.50%	6.73% ↑
• Hispanic or Latino Males	3.96%	3.60% ↓
• Hispanic or Latino Females	1.27%	1.10% ↓
• Native Hawaiian/Other Pacific Islander Males	1.43%	1.56% ↑
• Native Hawaiian/Other Pacific Islander Females	0.16%	0.16% -
• American Indian/Alaska Native Males	0.32%	0.31% ↓
• American Indian/Alaska Native Females	0.16%	0.31% ↑
• Two or More Races Males	0.95%	1.10% ↑
• Two or More Races Females	0.48%	0.47% ↓
<u>General Business and Industry (1101)</u>	<u>FY17</u>	<u>FY18</u>
• Black/African American Males	5.89%	6.28% ↓
• Black/African American Females	4.55%	4.96% ↓
• White Males	49.66%	48.76% ↑
• White Females	17.68%	17.36% ↓
• Asian Males	7.24%	6.61% ↓
• Asian Females	3.54%	3.97% ↑
• Hispanic or Latino Males	4.71%	4.96% ↑
• Hispanic or Latino Females	1.85%	1.65% ↓
• Native Hawaiian/Other Pacific Islander Males	1.85%	2.15% ↑
• Native Hawaiian/Other Pacific Islander Females	2.02%	1.82% ↓
• American Indian/Alaska Native Males	0.34%	0.50% ↑
• American Indian/Alaska Native Females	0.17%	0.33% ↑
• Two or More Races Males	0.34%	0.33% ↓

• Two or More Races Females	0.17%	0.33% ↑
<u>General Engineering (0801)</u>	<u>FY17</u>	<u>FY18</u>
• Black/African American Males	4.18%	3.64% ↓
• Black/African American Females	0.91%	0.73% ↓
• White Males	65.82%	64.18% ↓
• White Females	8.36%	9.09% ↑
• Asian Males	11.09%	12.00% ↑
• Asian Females	2.18%	2.55% ↑
• Hispanic or Latino Males	5.09%	4.91% ↓
• Hispanic or Latino Females	0.73%	1.27% ↑
• Native Hawaiian/Other Pacific Islander Males	0.55%	0.55% -
• Native Hawaiian/Other Pacific Islander Females	0.0%	0.0% -
• American Indian/Alaska Native Males	0.36%	0.36%
• American Indian/Alaska Native Females	0.18%	0.0% ↓
• Two or More Races Males	0.36%	0.55% ↑
• Two or More Races Females	0.18%	0.18% -
<u>Maintenance Mechanic (4749)</u>	<u>FY17</u>	<u>FY18</u>
• Black/African American Males	8.13%	6.55% ↓
• Black/African American Females	0.0%	0.0% ↓
• White Males	67.70%	66.14% ↓
• White Females	0.72%	0.68% ↓
• Asian Males	11.48%	12.64% ↑
• Asian Females	0.0%	0.0% -

• Hispanic or Latino Males	7.66%	8.35% ↑
• Hispanic or Latino Females	0.0%	0.23% ↑
• Native Hawaiian/Other Pacific Islander Males	2.39%	2.48% ↑
• Native Hawaiian/Other Pacific Islander Females	0.24%	0.23% ↓
• American Indian/Alaska Native Males	0.72%	1.13% ↑
• American Indian/Alaska Native Females	0.0%	0.0% -
• Two or More Races Males	0.96%	1.58% ↑
• Two or More Races Females	0.0%	0.0% -
<u>Electrician (2805)</u>	<u>FY17</u>	<u>FY18</u>
• Black/African American Males	12.79%	11.47% ↓
• Black/African American Females	0.47%	0.47% ↑
• White Males	60.47%	61.27% ↑
• White Females	1.40%	1.17% ↓
• Asian Males	13.02%	14.08% ↑
• Asian Females	0.23%	0.23% ↑
• Hispanic or Latino Males	4.88%	3.76% ↓
• Hispanic or Latino Females	0.0%	0.0% -
• Native Hawaiian/Other Pacific Islander Males	3.95%	4.23% ↑
• Native Hawaiian/Other Pacific Islander Females	0.47%	0.47% -
• American Indian/Alaska Native Males	1.16%	1.41% ↑
• American Indian/Alaska Native Females	0.00%	0.00% -
• Two or More Races Males	1.16%	1.17% ↑
• Two or More Races Females	0.0%	0.0% -

<u>Information Technology Management (2210)</u>	<u>FY17</u>	<u>FY18</u>
• Black/African American Males	8.15%	8.79% ↑
• Black/African American Females	8.15%	7.60% ↓
• White Males	40.53%	40.86% ↑
• White Females	12.23%	10.69% ↓
• Asian Males	13.19%	14.01% ↑
• Asian Females	4.80%	4.99% ↑
• Hispanic or Latino Males	3.12%	3.56% ↑
• Hispanic or Latino Females	3.60%	3.09% ↓
• Native Hawaiian/Other Pacific Islander Males	1.68%	1.43% ↓
• Native Hawaiian/Other Pacific Islander Females	1.44%	1.90% ↑
• American Indian/Alaska Native Males	0.96%	1.19% ↑
• American Indian/Alaska Native Females	0.24%	0.24% -
• Two or More Races Males	1.20%	0.95% ↓
• Two or More Races Females	0.72%	0.71% ↓

Analysis

The FY18 NAVFAC Workforce compared to the FY17 Workforce reflects the following numbers of the top major occupational series:

Within the Engineering Technical (0802) series the workforce numbers support a decrease in White Male representation of 1%, being the greatest RNO/Gender change.

Within the Contracting (1102) series the workforce numbers support a decrease in White Female representation of 2%, being the greatest RNO/Gender change.

Within the Civil Engineering (0810) series the workforce numbers support a decrease in White Male representation of 2%, being the greatest RNO/Gender change.

Within the General Business and Industry (1101) series the workforce numbers support an increase in White Male representation of 1%, being the greatest RNO/Gender change.

Within the General Engineering (0801) series the workforce numbers support a decrease in White Male representation of 2%, being the greatest RNO/Gender change.

Within the Maintenance Mechanic (4749) series the workforce numbers support a decrease in Black or African American Male representation of 2%, being the greatest RNO/Gender change.

Within the Electrician (2805) series the workforce numbers support a decrease in Black or African American Male representation of 1%, being the greatest RNO/Gender change.

Within the Information Technology Management (2210) series the workforce numbers support a decrease in White Female representation of 2%, being the greatest RNO/Gender change.

NAVFAC statistics show our numbers continue to reflect a low participation rate in many of the Major Occupational Categories identified above. There is no agency policy, procedure or practice identified as a barrier that created low participation overall. NAVFAC continues to be committed to ensuring that a diversified workforce remains at the forefront of senior leadership's attention and to seek innovative ways for recruitment. NAVFAC will continue to recruit using disability hiring authorities such as Schedule A to hire from the Wounded Warrior Program and expand the use of the Workforce Recruitment Program (WRP). In addition, more education/training to supervisors/managers will continue to be provided annual to ensure supervisors/managers have a better understanding of the reasonable accommodation laws/regulations and their role/responsibilities as supervisors/managers in the reasonable accommodation process.

EEO Program Status Report

FY 2018

Part J

**Program Plan for the
Recruitment, Hiring and
Advancement of Individuals
with Targeted Disabilities**

Recognition of Excellence:

As NAFFAC strides towards achieving a Model EEO Program compliant to the Self-Assessment Checklist for outstanding accomplishments, NAVFAC Far East recognizes the outstanding professional achievements of the 2019 Black Engineer of the Year Award (BEYA) recipient, Krystle McCain. Serving NAVFAC as the Yokosuka, Japan Installation Environmental Program Director – McClain was recognized for the significant professional achievement(s) in science, technology, engineering and Math (STEM). McClain will be presented with the award during the 9 Feb 2019 BEYA STEM Global Competitiveness Conference, which will be held in the Washington, D. C. Area.



McClain, who has worked for Naval Facilities Engineering Command Far East since 2015, won the 2019 Black Engineer of the Year Award (BEYA) in Professional Achievement.

For more than 30 years, awards presented at the BEYA STEM Conference have honored excellence in STEM and underscored the serious under-representation of minorities in STEM and at senior levels in all disciplines. Employers committed to inclusion have chosen the BEYA STEM Global Competitiveness Conference to exchange best practices and strategies on how to promote and retain diversity in scientific and technical fields.

“I can think of no one more deserving of recognition for the BEYA STEM Award for Professional Achievement for her 14 years of service to the private sector and three different branches in the Department of Defense,” said Public Works Directorate (PWD) Yokosuka Public Works Officer CMDR Jason Wood. “She has achieved personal and team recognition at the highest levels through her leadership in environmental compliance and conservation.”

McClain currently leads a team of 30 environmental engineers and technicians from the U.S. and Japan at Commander, Fleet Activities Yokosuka. The team provides a complete spectrum of environmental compliance, planning and management services for the largest and most complex overseas U.S. Navy base. McClain has also been very active in her local community, taking leadership roles in service-oriented organizations and teaching about STEM careers to young students.

MD-715 – Part J

Special Program Plan for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities

To capture agencies' Affirmative Action Plan for persons with disabilities (PWD) and those with targeted disabilities (PWTD), EEOC regulations (29 CFR 1614.203(e)) and MD-715 require agencies to describe how their plan will improve the recruitment, hiring, advancement, and retention during the entire life cycle of applicants and employees with disabilities. **All major commands, regardless of size, must complete this Part of the MD-715 report.**

Section I: Efforts to Reach Regulatory Goals

EEOC regulations (29 CFR 1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with reportable and targeted disabilities in the federal government. For GS employees, two clusters must be assessed: GS-1 to GS-10 and GS-11 to SES, as set forth in 29 C.F.R. 1614.203(d)(7). For all other pay plans, agencies are to use the approximate grade clusters that are above or below GS-11 Step 1 in the Washington, DC metropolitan region.

Using the goal of 12 percent as the benchmark, does your command have a trigger involving PWD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

- | | | |
|--------------------------------|-----|------------------|
| a. Cluster GS-1 to GS-10 (PWD) | Yes | <u>No</u> |
| b. Cluster GS-11 to SES (PWD) | Yes | <u>No</u> |

During the reporting period, NAVFAC has engaged in activities to increase the hiring and retention of IWD ensuring hiring managers and recruiters are knowledgeable and informed of noncompetitive hiring authorities. Targeted recruiting at veteran's fairs such as Wounded Warrior and Hiring our Heroes has also been implemented but has room for expansion in order to drive up our applicant numbers.

It is also noted in Table B-1 that for the current reporting period, that the Agency employed a total of 1,216 (8.17%) IWD for the total workforce. Table B-14 separations displays a loss of 66 (6.93%) for IWD. DON missed the EEOC Benchmark of 12% for IWD by 3.83%.

Using the goal of 2 percent as the benchmark, does your command have a trigger involving PWTD by grade level cluster in the permanent workforce? If “yes”, describe the trigger(s) in the text box.

- | | | |
|---------------------------------|-----|------------------|
| a. Cluster GS-1 to GS-10 (PWTD) | Yes | <u>No</u> |
| b. Cluster GS-11 to SES (PWTD) | Yes | <u>No</u> |

The NAVFAC occupational category data shows that IWTD participation rates are higher in four occupational categories than the enterprises total percentages with administrative support workers and technicians having the highest rates at 1.65% and 1.07% respectively. Neither Labors and Helpers nor Service Workers have any identified IWTD participation and of the Officials and Managers category, no SES or First Level managers identified as IWTD.

Describe how the command has communicated the numerical goals to the hiring managers and/or recruiters.

The numeric goals were communicated during the past Sr. Level Briefings, during recruitment and job fair briefs to hiring managers, Managerial Training and Disability Observances.

Section II: Model Disability Program

Pursuant to the regulations implementing Section 501 of the Rehabilitation Act of 1973 (29 CFR §1614.203), agencies must ensure sufficient staff, training, and resources to recruit and hire Persons with Disabilities and Persons with Targeted Disabilities, administer the Reasonable Accommodation Program and Special Emphasis Program, and oversee any other disability hiring and advancement program the agency has in place.

PLAN TO PROVIDE SUFFICIENT & COMPETENT STAFFING FOR THE DISABILITY PROGRAM

Has the command designated sufficient qualified personnel to implement its disability program during the reporting period? If “no”, describe the command’s plan to improve the staffing for the upcoming year:

Yes

No

RA training for supervisors and managers was conducted by a Training Coordinator in February 2018. EEO Staff conducts training on RA twice a year for all new supervisors and managers in conjunction with HRO Training. The Training Coordinator also conducts individualized training to supervisors/managers who supervise those who have requested a RA.

Identify all command staff responsible for implementing the command’s disability employment program by the office, staff employment status, and point of contact:

Disability Program Task	Office/Division Responsible	# of FTE Staff by Employment			Primary Point of Contact (Name, Title)
		Full Time	Part	Collate	
Processing RA requests from applicants and employees with				1	Karen Saunders; CDEEO
Section 508 Compliance					
Architectural Barriers Act					

Special Emphasis Program for PWD and PWTD					
---	--	--	--	--	--

Has the command provided disability program staff with sufficient training to carry out their responsibilities during the reporting period? If “yes”, describe the training that disability program staff have received. If “no”, describe the training planned for the upcoming year.

Yes

No

RA training for supervisors and managers was conducted by a Training Coordinator in February 2018. EEO Staff conducts training on RA twice a year for all new supervisors and managers in conjunction with HRO Training. The Training Coordinator also conducts individualized training to supervisors/managers who supervise those who have requested a RA.

PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

Has the command provided sufficient funding and other resources to successfully implement the disability program during the reporting period?

Yes

No

Describe the steps that the command has taken to ensure all aspects of the disability program have sufficient funding and other resources:

Our workload requires additional support in processing RA and PAS Services with the lack of a Subject Matter Expert (SME). This requirement has been submitted in POM 21.

Section III: Plan to Recruit and Hire Individuals with Disabilities

Pursuant to 29 CFR 1614.203(d)(1)(i) and (ii), agencies must establish a plan to increase the recruitment and hiring of Persons with Disabilities. The questions below are designed to identify outcomes of the agency's recruitment program plan for PWD and PWTD, such as whether the agency has a numerical hiring goal, and whether the agency uses the Schedule A(u) hiring authority or other hiring authorities that take disability into account, during this reporting period.

A. PLAN TO IDENTIFY JOB APPLICANTS WITH DISABILITIES

Describe the programs and resources the command uses to identify job applicants with disabilities, including Individuals with Targeted Disabilities:

NAVFAC HQ utilizes the Workforce Recruitment Program (WRP) (for college students), Leadership Development Program (LDP), Wounded Warriors Programs, recruitment fairs, and Schedule A(u)/ hiring authorities on hiring actions.

Pursuant to 29 C.F.R. 1614.203(a)(3), describe your command's use of hiring authorities that take disability into account (e.g., Schedule A(u)) to recruit PWD and PWTD for positions in the permanent workforce:

NAVFAC HQ utilizes Schedule A, WRP and 30% or More Disabled Veteran hiring authorities to hire people with disabilities.

When individuals apply for a position under a hiring authority that takes disability into account (e.g., Schedule A(u)), explain how the command (1) determines if the individual is eligible for appointment under such authority and (2) forwards the individual's application to the relevant hiring officials with an explanation of how and when the individual may be appointed.

Once the applicant has applied for a position, the HR Specialist will review the resume for qualifications and if qualified, the Specialist will place the applicant on a certificate annotating Schedule, A(u). The HR Specialist will then address any questions the manager may have at that time concerning hiring and the use of Schedule A(u). The HR Specialist meets with the hiring manager on the hiring process to establish the Entry on Duty Date (EOD) Date.

Has the command provided training to all hiring managers on the use of hiring authorities that take disability into account (e.g., Schedule A(u))? If “yes”, describe the number of hiring managers trained, type(s) of training, and frequency provided. If “no”, describe the command’s plan to provide the training.

Yes

No

N/A

Managers are advised on the use of authorities which are available as a regular part of the recruitment process

B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

Describe the command’s efforts to establish and maintain contacts with organizations that assist PWD, including PWTD, in securing and maintaining employment.

NAVFAC HQ participates in several career development and training programs. To support the Navy's and NAVFAC's vision for a high-performing workforce, NAVFAC created the Leadership Development Program to provide more robust developmental opportunities for its future civilian senior leaders. The program is designed to provide for deliberate development through progressive learning opportunities consisting of formal education and training, rotational assignments, and other developmental activities. Employees selected for the program will be challenged to perform outside their sphere of influence and "comfort zone." The Leadership Development Program (LDP) represents just one facet of NAVFAC's leadership development opportunities. During the reporting period NAVFAC acquired 72 employees for participation in the Leadership Development Program (LDP). Their program starting in January will include a 360 personal assessment, leadership training, senior management interviews, rotations, multiple attendance at business and operational meetings and mentoring. Further information regarding the Program Specifics, accomplishments and Demographic Overview for the LDP Program, please refer to **Appendix B** of this report.

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

1. Using the goals of 12 percent for PWD and 2 percent for PWTD as the benchmarks, do triggers exist for PWD and/or PWTD among the new hires in the permanent workforce? If "yes", please describe the triggers below.

a. New Hires for Permanent Workforce (PWD)	Yes	<u>No</u>
b. New Hires for Permanent Workforce (PWTD)	Yes	<u>No</u>

Table B-1; Total Workforce, showed the NAVFAC employed a total of (323, 2.23%) IWTDs for the reporting period. Table B-14; Separations show a loss of (33, 3.46%) for IWTD during the reporting period. Table B-1 supports the most significant accomplishment highlight that NAVFAC met and surpassed the Federal High (EEOC Benchmark) for IWTD; of 2%, by achieving a IWTD Workforce rate of 2.23%.

Section IV: Plan to Ensure Advancement Opportunities for Employees with Disabilities

29 C.F.R §1614.203(d)(1)(iii) requires agencies to provide sufficient opportunities for employees with disabilities to advance within the agency. Such activities might include specialized training and mentoring programs, career development opportunities, awards programs, and similar programs that address hiring and advancement. In this section, agencies should identify, and provide data on programs designed to ensure advancement opportunities for employees with disabilities.

A. ADVANCEMENT PROGRAM PLAN

Describe the command's plan to ensure PWD, including PWTD, have sufficient opportunities for advancement.

NAVFAC HQ maintains contact with the DON EEO (WRP) through Total Force Department and Wounded Warrior POCs on job opportunities for PWD and PWTD.

B. CAREER DEVELOPMENT OPPORTUNITIES

Please describe the career development opportunities that the command provides to its employees.

The command sponsors the leadership program every year, called the NAVFAC Leadership Development Program (LDP) which exposes participants to NAVFAC and provides them leadership training/rotations to prepare them for growth within the command in leadership positions.

The command also participates in other internship programs that offer career development within the command. Currently NAVFAC HQ gainfully employs two (2) interns obtained through recruitment with local Historically Black Colleges and Universities (HBCU). Their development as functional EEO Specialists has been continuing since their arrival during the reporting period and is expected to continue resultant from NAVFAC HQ Staff oversight.

The command posts internal announcements for employees to be aware of internal reassignment and promotion opportunities. The command also allows employees to participate in detail/rotation assignments throughout the NAVFAC Enterprise.

In the table below, please provide the data for career development opportunities that require competition and/or supervisory recommendation/approval to participate. If the information is not available at your command, please enter "N/A" in the boxes where it is not available.

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Internship Programs	2	2				
Fellowship Programs	0	0				
Mentoring Programs	0	0				
Coaching Programs	0	0				
Training Programs	0	0				
Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Detail Programs	0	0				
Other Career Development	0	0				

C. AWARDS

- Using the inclusion rate¹ as the benchmark, does your command have a trigger involving PWD and/or PWTD for any level of the time-off awards, bonuses, or other incentives? If "yes", please describe the trigger(s) in the text box.

a. Awards, Bonuses, & Incentives (PWD)

Yes

No

In the category of Time-Off Awards Per Table B-13, between one and nine hours, IWTD received (65, 1.89%) awards issued in this category. IWTD received time off awards between one and nine hours at a higher rate than all other categories reviewed.

In the category of Time-Off Awards greater than 9 hours, no IWTD received (8, 2.72%) of the awards issued in this category. IWTD received time off awards greater than 9 hours - second only to time off awards of 1-9 hours.

2. Using the inclusion rate as the benchmark, does your command have a trigger involving PWD and/or PWTD for quality step increases or performance-based pay increases? If “yes”, please describe the trigger(s) in the text box.

a. Pay Increases (PWD)	<u>Yes</u>	No
b. Pay Increases (PWTD)	<u>Yes</u>	No

In the category of Quality Step Increases (QSI), IWTD received (2, 1.67%) of the awards for this reporting period.

3. If the command has other types of employee recognition programs, are PWD and/or PWTD recognized disproportionately less than employees without disabilities? (The appropriate benchmark is the inclusion rate.) If “yes”, describe the employee recognition program and relevant data in the text box.

a. Other Types of Recognition (PWD)	<u>Yes</u>	No
b. Other Types of Recognition (PWTD)	<u>Yes</u>	No

In the category of Cash Awards between \$1 and \$500, IWTD received (148, 2.53%) of the awards Issued in this category. IWTD received an average of \$364.22 which is the mean of awards given.

In the category of Cash Awards greater than \$500, IWTD received (239, 1.94%) of the awards, with an average award amount of \$1,062.44.

Section V: Plan to Improve Retention of Persons with Disabilities

To be a model employer for persons with disabilities, agencies must have policies and programs in place to retain employees with disabilities. In the sections below, agencies should: (1) analyze workforce separation data to identify barriers retaining employees with disabilities; (2) describe efforts to ensure accessibility of technology and facilities; and (3) provide information on the reasonable accommodation program and workplace personal assistance services.

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

1. In this reporting period, did the command fail to convert all of the eligible Schedule A(u) employees with a disability into the competitive service after two years of satisfactory service (5 CFR 213.3102(u)(6)(i))? If “yes”, please explain why the command did not convert all eligible Schedule A employees.

Yes

No

N/A

Per Table B-14, during the reporting period, (33, 3.46%) individuals separated from the NAVFAC workforce. Of these IWTD Separations, (28, 3.14%) were voluntary separations. Conversely, of these IWTD Separations, (5, 8.33%) were involuntary separations.

Using the inclusion rate as the benchmark, did the percentage of PWD among voluntary and involuntary separations exceed that of persons without disabilities? If “yes”, describe the trigger below.

a. Voluntary Separations (PWD)

Yes

No

b. Involuntary Separations (PWD)

Yes

No

Per Table B-14, the number of IWTD separating from the NAVFAC workforce was just a little more than two times greater than the number of accessions (16, 1.02%) per Table B-8.

2. Using the inclusion rate as the benchmark, did the percentage of PWTD among voluntary and involuntary separations exceed that of persons without targeted disabilities? If “yes”, describe the trigger below.

Voluntary Separations (PWTD)

Yes

No

Involuntary Separations (PWTD)

Yes

No

If a trigger exists involving the separation rate of PWD and/or PWTD, please explain why they left the command using the exit interview results and other data sources.

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

Pursuant to 1614.203(d)(4), federal agencies are required to inform job applicants and employees of their accessibility rights under Section 508 of the Rehabilitation Act and the Architectural Barriers Act, and explain how to file complaints under those laws. In addition, agencies are also required to inform individuals where to file complaints if other agencies are responsible for a violation.

1. Describe any programs, policies, or practices that the command has undertaken, or plans on undertaking over the next fiscal year, designed to improve accessibility of command facilities and/or technology.

C. REASONABLE ACCOMMODATION PROGRAM

Pursuant to 29 CFR 1614.203(d)(3), agencies must adopt, post on their public website, and make available to all job applicants and employees, reasonable accommodation procedures.

1. Please provide the average time frame for processing initial requests for reasonable accommodations during the reporting period. (Please do not include previously approved requests with repetitive accommodations, such as interpretive services.)

Reasonable Accommodation (RA) requests are timely processed 75% of the time for FY 2018. We are currently improving performance of this measure and developing a Metric to reflect our future progress in processing time.

In addition, more education/training to supervisors/managers will continue to be provided annually, to ensure supervisors/managers have a better understanding of the reasonable accommodation laws/regulations and their role/responsibilities as supervisors/managers have in the reasonable accommodation process.

The standardized reasonable accommodation tracking spreadsheet, was generated and utilized by the FECs during the FY15 reporting period. The tracking spreadsheet continues to generate positive results and serves as a scorecard pinpointing areas for improvement in the Reasonable Accommodation (RA) process during the FY18 reporting period. NAVFAC HQ maintained 75% timely processing.

2. Describe the effectiveness of the policies, procedures, or practices to implement the command's reasonable accommodation program. Some examples of an effective program include timely processing requests, timely providing approved accommodations, conducting training for managers and supervisors, and monitoring the requests for trends.

The use of this standardized tracking spreadsheet has allowed some of the FECs to identify areas for improvements in their reasonable accommodation processing. As a result, significant progress has been achieved in processing reasonable accommodation request in a timely manner.

D. PERSONAL ASSISTANCE SERVICES ALLOWING EMPLOYEES TO PARTICIPATE IN THE WORKPLACE

Pursuant to 29 C.F.R. 1614.203 (d)(5), federal agencies, as an aspect of affirmative action, are required to provide personal assistance services (PAS) to employees who need them because of a targeted disability, unless doing so would impose an undue hardship on the agency.

Describe the effectiveness of the policies, procedures, or practices to implement the PAS requirement. Some examples of an effective program include timely processing requests, timely providing approved personal assistance services, conducting training for managers and supervisors, and monitoring the requests for trends.

As required by 29 Code of Federal Regulations (C.F.R.) § 1614.203(d)(5), a regulation implementing Section 501 of the Rehabilitation Act of 1973, as amended, federal agencies are required to provide Personal Assistance Services (PAS), in addition to reasonable accommodation, during work hours and work-related travel to employees with targeted (severe) disabilities unless doing so would impose an undue hardship. NAVFAC affirms its commitment to providing PAS so that employees who cannot be at work without PAS may enjoy the opportunities and benefits of employment.

A. EEO COMPLAINT DATA INVOLVING THE FAILURE TO ACCOMMODATE

- Yes No N/A

- Yes
- No
- N/A

- Yes No N/A

Yes No N/A

2. Did disability status fall within the top three bases alleged in the command's formal complaints during the last fiscal year?

Yes **No** N/A

3. In cases alleging discrimination based on disability status, did any result in a finding against the agency or a settlement agreement during the last fiscal year?

Yes **No** N/A

4. If the command had one or more findings of discrimination based on disability status during the last fiscal year, please describe the corrective measures taken.

--

Section VII: Identification and Removal of Barriers

Element D of MD-715 requires agencies to conduct a barrier analysis when a trigger suggests that a policy, procedure, or practice may be impeding the employment opportunities of a protected EEO group.

1. Has the command identified any barriers (policies, procedures, and/or practices) that affect the employment opportunities of PWD and/or PWTD?

Yes **No**

2. Has the command established a plan to correct the barrier(s) involving PWD and/or PWTD?

Yes No **N/A**

3. Identify each trigger and plan to remove the barrier(s), including the identified barrier(s), objective(s), responsible official(s), planned activities, and, where applicable, accomplishments. Create additional tables as necessary to describe each trigger and their related planned activities.

Trigger 1				
Barrier(s)				
Objective(s)				
Responsible Official(s)				
Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yy)	Completion Date (mm/dd/yyyy)

--	--	--	--	--

4. If the planned activities were not timely completed, did the command hold the responsible official accountable in the performance rating period? If “yes”, please describe the actions taken below.

Yes No **N/A**

For the planned activities that were completed, please describe the actual impact of those activities toward eliminating the barrier(s).

5. If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the command intends to improve the plan for the next fiscal year.

EEO Program Status Report

FY 2018

Appendix

APPENTIX TABLE OF CONTENTS:

- A. HBCU Initiative
- B. Leadership Development Program 2018 Demographics Overview
- C. 462 Reporting
- D. FEORP DON Level 2018 Report

Appendix A

HISTORICALLY BLACK COLLEGES AND UNIVERSITIES/MINORITY INSTITUTIONS PROGRAM	
NAVFAC	
Point of Contact(s) <ul style="list-style-type: none">▪ Mr. Steve J. Talley, Director, Total Force, steve.talley@navy.mil▪ Ms. Karen B. Saunders, Command Deputy Equal Employment Opportunity Officer karen.saunders@navy.mil▪ Recardo Alexander, Affirmative Employment Program Manager recardo.alexander@navy.mil	Research Focus of Office <ul style="list-style-type: none">▪ The Naval Facilities Engineering Command (NAVFAC) builds and maintains sustainable facilities, delivers utilities and services and provides Navy expeditionary combat force capabilities.▪ Provides program management for all aspects of the naval construction force and the Seabees, and equipment and materiel management for the naval beach group and other naval special operating units.
Internships/Fellowships/Funding Opportunities <ul style="list-style-type: none">▪ HR Internships (Non-STEM)▪ TMCF STEM Internships▪ Other Non-STEM Student Internships	Current and/or Past HBCU/MI Program Performance <ul style="list-style-type: none">▪ Past partnership with Howard University School of Engineering.▪ Currently establishing relationships and partnerships with other HBCUs in various NAVFAC regional AROs.

Appendix B



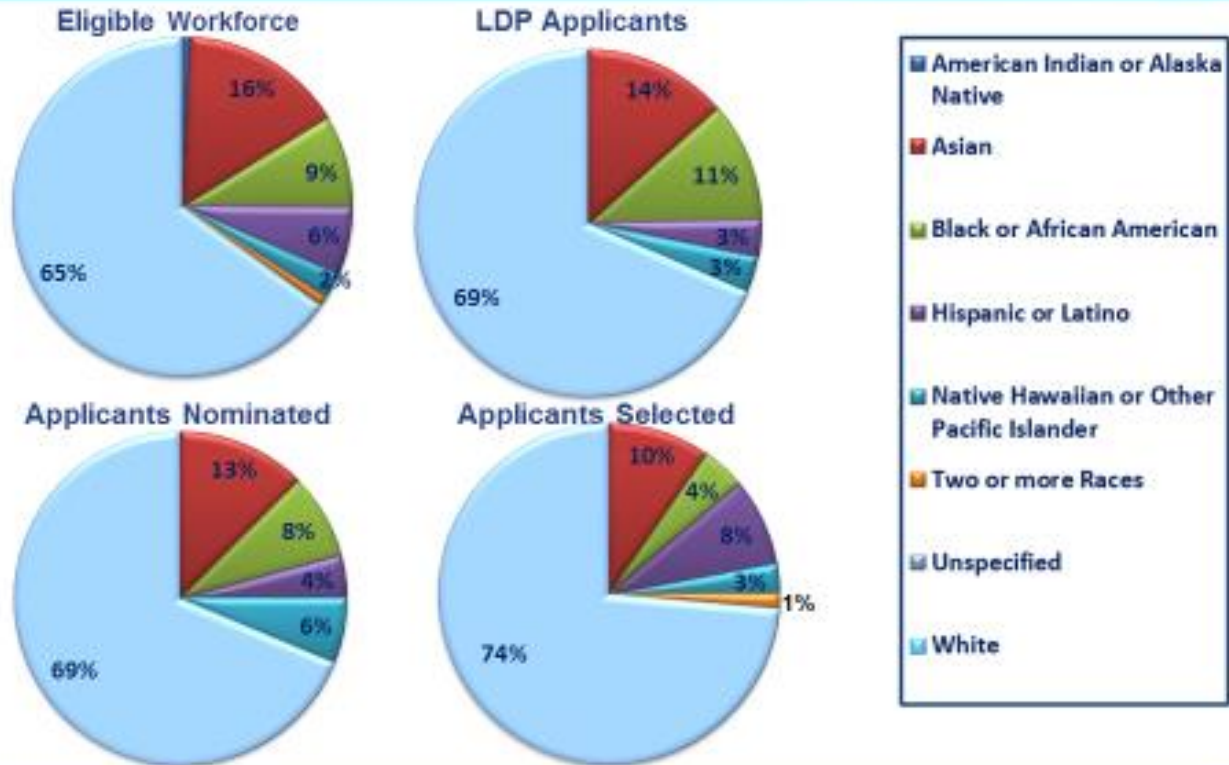
Leadership Development Program (LDP)
2018 Demographics Overview

Data Analysis for LDP



- * Overall Males applied at a higher rate within the eligible population.
- + Males applied and were selected at a higher rate than the eligible population in these categories:
 - White males
 - Asian males
 - Native Hawaiian males
- + Hispanic Males applied at a lower rate than the eligible population; 2% of the population were nominated and 2% were selected.
- + African American males applied at a lower rate than the eligible population; 3% applied and 0% were selected.
 - Asian, African American and White Females were selected at a higher rate within the eligible population.
 - Hispanic Females were selected at an equivalent rate of 2% of the eligible population.
 - No applicants applied in the two-or-more races and the American Indian/Alaskan Native categories.
 - Those with a Disability Not Identified applied at a higher rate than the 4% eligible population; 2% applied and 2% were selected.

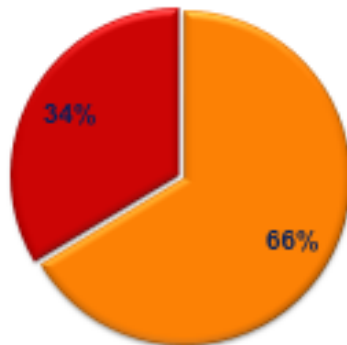
Demographic by Race



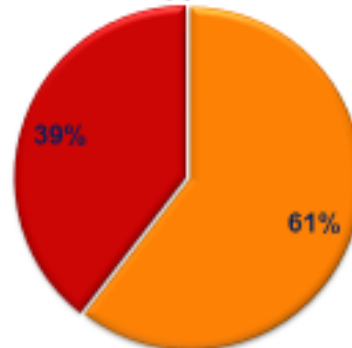
Demographic by Gender



Eligible Workforce

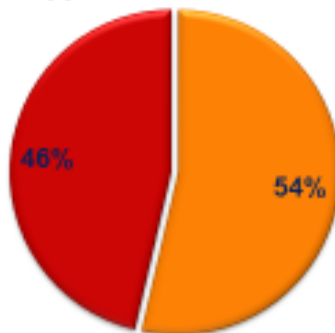


LDP Applicants

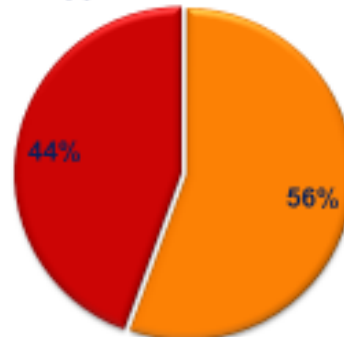


Male Female

Applicants Nominated



Applicants Selected

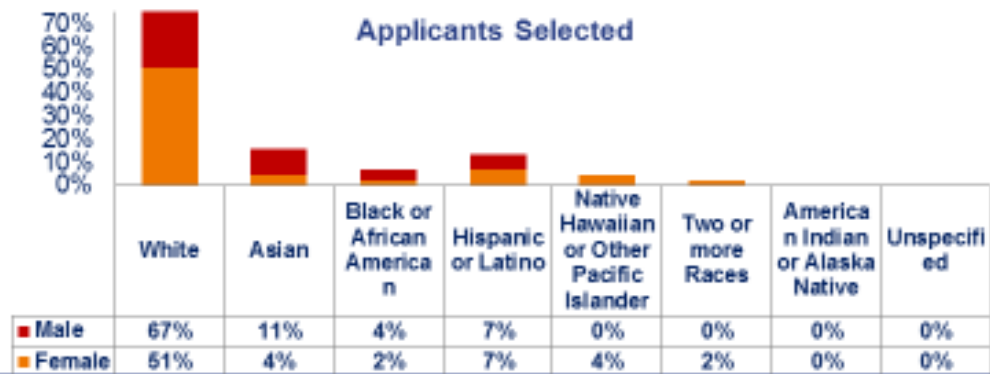


LDP Applicants

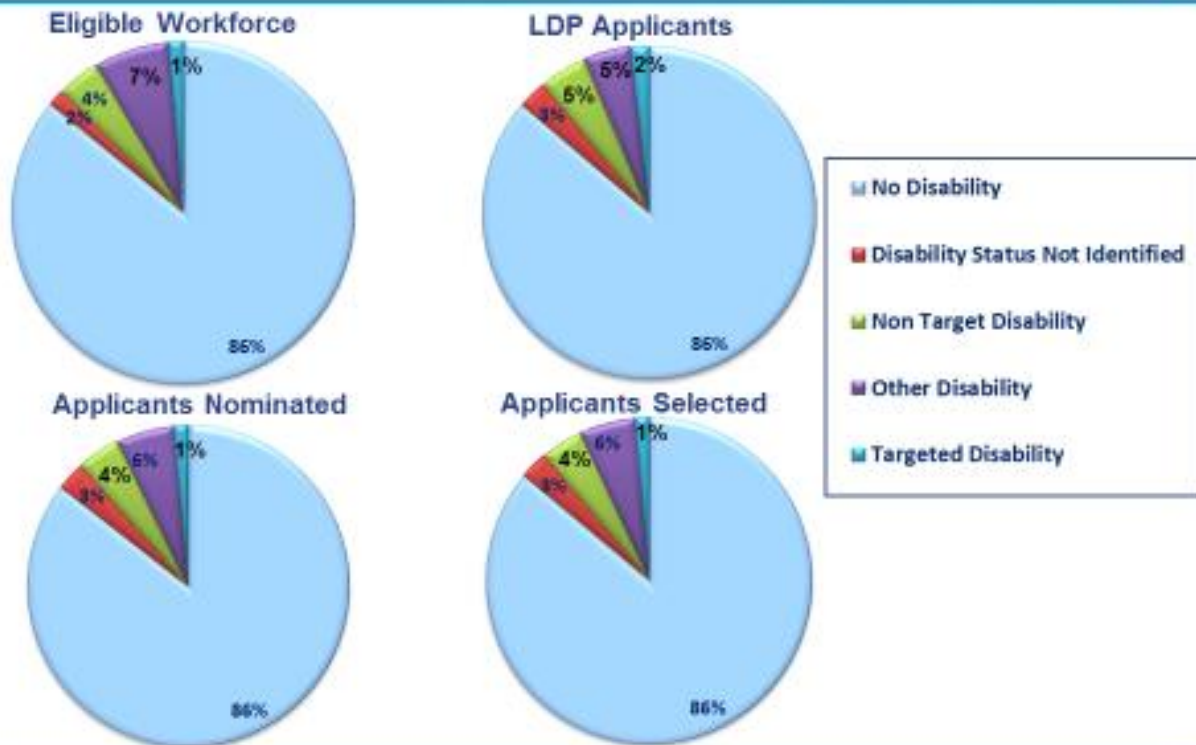
Demographic by Race & Gender



Demographic by Race & Gender



Demographic by Disability Status



Raw Data



2019 NAVFAC Leadership Development Program Demographic by Race and Gender																	
	White		Asian		Black or African American		Hispanic or Latino		Native Hawaiian or Other Pacific Islander		Two or more Races		American Indian or Alaska Native		Unspecified		Total
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
Eligible Population	2462	1465	791	419	338	354	200	197	106	92	50	24	25	26	0	0	7629
N	40%	15%	10%	5%	4%	5%	4%	2%	1%	1%	1%	0%	0%	0%	0%	0%	100.0%
LDP Applicant	45	29	10	3	4	2	4	3	0	2	0	2	0	2	0	0	109
N	44%	27%	9%	2%	4%	2%	4%	2%	0%	2%	0%	2%	0%	2%	0%	0%	100.0%
Nom. Invited	27	23	5	2	2	3	3	3	0	2	0	1	0	0	0	0	89
N	59%	53%	7%	2%	3%	3%	4%	4%	0%	3%	0%	1%	0%	0%	0%	0%	100.0%
Selected	20	22	5	3	3	1	2	2	0	2	0	1	0	0	0	0	72
N	43%	53%	7%	3%	3%	1%	4%	4%	0%	3%	0%	1%	0%	0%	0%	0%	100.0%

2019 NAVFAC Leadership Development Program Demographic by Race									
	White		Asian		Black or African American		Hispanic or Latino		Total
	Male	Female	Male	Female	Male	Female	Male	Female	
Eligible Population	4907	2720	692	487	298	244	200	197	7629
N	64%	38%	9%	5%	4%	3%	4%	2%	100%
LDP Applicant	77	32	10	3	4	2	4	3	109
N	71%	32%	12%	6%	6%	2%	6%	2%	100%
Nom. Invited	50	7	5	2	3	3	3	2	89
N	72%	30%	10%	4%	4%	3%	4%	2%	100%
Selected	53	7	5	3	3	1	2	2	72
N	77%	30%	10%	4%	4%	3%	4%	2%	104%

Raw Data



2019 NAVFAC Leadership Development Program Demographic by Gender			
	Male	Female	Total
Eligible Population	5072	2567	7639
%	66%	34%	100%
LDP Applicant	66	45	109
%	61%	39%	100%
Nominated	37	32	69
%	54%	46%	100%
Selected	40	32	72
%	56%	44%	100%

2019 NAVFAC Leadership Development Program Demographic by Disability Status						
	No Disability	Disability Status Not Identified	Non Target Disability	Other Disability	Targeted Disability	Total
Eligible Population	6562	121	307	541	108	7639
%	86%	2%	4%	7%	1%	100%
LDP Applicant	94	3	5	5	2	109
%	86%	3%	5%	5%	2%	100%
Nominated	59	2	3	4	1	69
%	86%	3%	4%	6%	1%	100%
Selected	62	2	3	4	1	72
%	86%	3%	4%	6%	1%	100%

Appendix C

A. Agency & Contract Resources

Note: Data Source - HR Link and Individual FEC Input

NAVFECSummary Report	Agency		Contract	
	Number	Percent	Number	Percent
1. Work Force	14,849	100%	0	100%
a. Total Work Force	14,849	100%	0	100%
b. Permanent Employees	14,690	100%	0	100%
2. Counselors	6	100%	0	100%
a. Full-Time	7	100%	0	100%
b. Part-Time	0	100%	0	100%
c. Collateral Duty	0	100%	0	100%
3. Investigators	1	100%	0	100%
a. Full-Time	1	100%	0	100%
b. Part-Time	0	100%	0	100%
c. Collateral Duty	0	100%	0	100%
4. Counselor/Investigator	0	100%	0	100%
a. Full-Time	0	100%	0	100%
b. Part-Time	0	100%	0	100%
c. Collateral Duty	0	100%	0	100%

B. Agency & Contract Staff Training

	Counselor		Investigator		Counselor/Investigator	
	Agency	Contract	Agency	Contract	Agency	Contract
1. New Staff (NS) – Total	2	0	0	0	0	1
a. NS Receiving Required 32 Or More Hours	2	0	0	0	0	1
b. NS Receiving 8 Or More Hours, Usually Given To Experienced Staff	2	0	0	0	0	1
c. NS Receiving No Training At All	0	0	0	0	0	0
	0	0	0	0	0	0
2. Experienced Staff (ES) – Total	7	0	1	0	0	0
a. ES Receiving Required 8 Or More Hours	7	0	1	0	0	0
b. ES Receiving 32 Or More Hours, Generally Given To New Staff	0	0	0	0	0	0

c. ES Receiving No Training At All	0	0	0	0	0	0
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Appendix D

Department of Navy (DON)
Annual Accomplishment Report on
Federal Equal Opportunity Recruitment Program
Including Hispanic Employment and Employment of Individuals with Disabilities
Fiscal Year 2017

Department of the Navy
Office of Civilian Human Resources

December 2017





DON FY 2017 FEORP REPORT

Plan Accomplishments and Promising Practices

The Department of Navy (DON) consists of two uniformed services – the United States Navy and the United States Marine Corps. Almost 253,000 appropriated and non-appropriated fund employees support the warfighter through one of the 21 Major Commands located across the globe. The DON continues to develop an implementation plan for the Federal Equal Opportunity Recruitment Program (FEORP) that is completed in part by the barrier analysis done for the Management Directive 715 report.

In FY17, the DON continued to strengthen its Diversity and Inclusion (D&I) program with the issuance of its first ever D&I Roadmap. Three foundational Strategic Imperatives serve as benchmarks to evaluate progress of the DON D&I Roadmap.

- 1) Recruit and access from a diverse group of applicants to secure a high-performing, innovative workforce that reflects all segments of society
- 2) Cultivate an inclusive culture that accelerates opportunities to empower each individual's maximum impact, encourages innovation and collaboration, enhances developmental opportunities, and retains the best talent to enable uniformed and civilian personnel to contribute to their full potential.
- 3) Develop strategies to equip leaders with the ability to effectively manage diverse talents, be accountable, measure results, and refine approaches to engender a sustainable culture of inclusion.

In support of the Roadmap, the DON expanded efforts to partner with external and internal agencies and affinity groups, such as the Center for Naval Analyses, RAND, Historically Black Colleges and Universities, Minority Serving Institutions, and Hispanic Serving Institutions to enhance the DON's reach and outreach strategies that will aid to identify ways to retain and promote diverse talent. Partnerships with a wide variety of affinity groups such as Blacks in Government (BIG), Federal Employed Women (FEW), Federal Asian Pacific American Council (FAPAC), Society of American Indian Government Employees (SAIGE), National Organization for Mexican American Rights (NOMAR), Hispanic Engineer National Achievement Awards Corporation (HENAAC) and Society of Women Engineers (SWE), just to name a few, and associations aided in expanding and magnifying the DON's reach to educate others on the diverse opportunities available within the Navy and Marine Corps.

In collaboration with the Department of Defense (DoD), the office of Naval Research participated in two "Taking the Pentagon to the People" events; the District of Columbia University and Florida Agriculture and Mechanical University, designed to increase the participation of Historically Black Colleges and University's and Minority Serving Institutions on Naval research, development, test and evaluation programs.

Capitalizing on previous successes, the DON expanded efforts to formalize employee resource groups (ERGs) to address the African American, American Indian/Native Alaskan, Asian American Pacific Islander, Hispanic, and Women's D&I. These ERGs serve as strategic partners and prove to be an effective tool for advancing the DON D&I mission as well as enhancing



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Plan Accomplishments and Promising Practices

opportunities to cultivate diversity of ideas, perspectives, and values. Each ERG is comprised of a Flag Officer, a Senior Executive Service (SES) champion, and a leader charged with keeping the group running and scheduling events. Having both an Admiral and SES on each ERG assures that participating employees have the opportunity to interact directly with senior leaders.

A welcoming and inclusive work environment is equally important to recruiting, developing, and retaining a highly qualified and diverse workforce. Over the past three years, the DON's Federal Employment Viewpoint (FEV) survey results have sustained a 1% positive response in our overall engagement scores. Likewise, the overall DON results for our Inclusion Quotient are 1% higher than those for the DoD and have risen for the past four years.

In Fiscal Year (FY) 2017, the DON hired 17,110 new employees. Of those 17,110 new hires, 3,456 (20%) were persons with disabilities, 7,721 (45%) were veterans and 2,656 (16%) were disabled veterans. Though the DON overall new hire numbers experienced a significant decrease (-26%) from FY16 (23,127 to 17,110), the percentage of newly hired veterans decreased only 1% while the percentage of persons with disabilities and disabled veterans/wounded warriors increased from 18% in FY16 to 20% in FY17 and 15% in FY16 to 16% in FY17, respectively.

In FY17, DON Major Commands continued to promote D&I awareness and to increase training of command personnel. Training supervisors, managers, and leaders in D&I equips them to better leverage the abilities and skills of their entire workforce. The Naval Special Warfare Command (SPECWAR) created the Civilian Personnel Management Academy (CPMA), a 3-day supervisory training course. The SPECWAR CPMA covered general supervisory subjects, included emphasis on hiring processes and flexibilities, Equal Employment Opportunity (EEO), and Reasonable Accommodation. Naval Facilities Engineering Command (NAVFAC) Hawaii Human Resources Office & EEO partnered to foster strategic hiring conversations and convene weekly one-on-one sessions with management in an effort to further communicate, to Command leadership, the importance of Diversity & Inclusion in their workforce.

The development and sustainment of actions plans to identify and remove barriers and disparities within DON Commands is also a useful tool to promote D&I in the workforce. The Naval Air Systems Command (NAVAIR) Executive Diversity Council (EDC), comprised of six advisory groups led by SES and Flag officers, developed and executed barrier analysis and action plans for six major areas: Women; African Americans, Asian & Pacific Islanders; Individuals with Disabilities/Wounded Warriors; Hispanics; and Lesbian, Gay Bisexual, Transgender, Queer & Allies (LGBTQA). These advisory groups collectively focused on identifying and removing barriers, capturing and assessing employee feedback, as well as developing and executing actions plans to resolve Command recruitment, retention, development/advancement, and outreach issues. As well, the Office of the Chief of Naval Operations (OPNAV) organized a Barrier Analysis Team whose efforts resulted in the drafting of a survey to be sent to all OPNAV employees with the goal of determining of workplace perceptions.



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FY 2018 Diversity & Inclusion Priorities

Diversity Goal

Institutionalize recruitment strategies to attract and recruit from a diverse talent pool of highly qualified applicants reflective of the nation we serve.

- a. Assess and monitor strategies to maximize focused outreach and engagement process.
- b. Establish and integrate Outreach and engagement strategic partnerships with a diverse range of colleges and universities, and affinity organizations.

Metric:

- a. Integrated outreach engagement process established
- b. Analysis of data and results shared

Inclusion Goal

Create an environment where the DON stands as an exemplar of equity and inclusiveness for all.

- a. Leverage and maximize the use of surveys to identify gaps and barriers that impact recruitment of a diverse workforce.
- b. Develop action plans to address improvement areas identified in the employee satisfaction survey results or from Major Command specific assessments

Metric

of actions plans created with established goals and measures to address results

Sustainability Goal

Ensure leadership commitment and accountability to D&I at all levels of the DON.

- a. Leverage and assess forums to oversee and monitor key D&I initiatives
- b. Establish and enhance existing mechanisms (e.g., task forces, working groups, councils) with key stakeholders/champions to analyze, identify and measure D&I efforts and challenges periodically (monthly/quarterly).

Metric

- a. # of task forces, working groups, councils created
- b. # and list of DON D&I initiatives measured/assessed against the DON D&I Roadmap



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Strategic Activities Related to Hispanic Employment

During FY17, through increased strategic activities centered on recruitment and retention, the DON continued to address the low participation of the Hispanic community outlined in Executive Order 13171. Through the localized efforts of our Commands, the DON Human Resources (HR) community continued to collaborate, at national, regional and local levels, with a number of Hispanic affinity organizations, such as Great Minds in Science, Technology, Engineering and Mathematics (STEM), the Hispanic Engineer National Achievement Awards Corporation, the Mexican American Engineering and Scientists, the Society of Hispanic Professional Engineers, and the Advisory Council on Hispanic Employment.

The DON continued to expand national outreach and recruitment efforts as Commands maintained and established partnerships with Hispanic Association of Colleges and Universities (HACU) and attended numerous events to while promoting the DON as the employer of choice for entry to mid-level positions. Pacific Fleet Command (PACFLT) continued their outreach to groups, associations, colleges, and universities with highly diverse engineering programs, such as Prairie View, A&M University, New Mexico State, New Mexico Tech, and San Francisco State University. By partnering with culturally diverse educational institutions, PACFLT experienced an increase in the number of Hispanic/Latino candidates being vetted for hiring opportunities.

In addition to establishing an analysis working group to identify barriers to the recruitment and retention of Hispanic males and females, the Military Sealift Command (MSC) established a Diversity Counsel tasked with evaluating Command human capital data and developing specific strategies for recruiting and retaining targeted minorities, including Hispanics/Latinos. Strategic opportunities identified by the MSC Diversity Counsel include increasing community outreach and professional networking; recruiting from academia that historically serve minority populations; establishing internal developmental programs and employee affinity/resource groups; and developing internal rotational/career-skill development programs. As a result of implementing several of these strategies, in FY18, the MSC expects to see an increase in the hiring and retention of targeted minorities.

The NAVAIR continued to champion their Hispanic Engagement Action Team (HEAT), created to increase the recruitment, retention, and development of Hispanic employees by addressing any identified barriers. The NAVAIR HEAT hosted a speed mentoring event to encourage formal mentoring relationships between Hispanic mentees and mentors; maintained a cadre of trained HEAT recruiters to attend Hispanic/Latino-focused hiring events; established a NAVAIR Leadership Development Program review panel to increase participation of the Hispanic population in career development programs; provided dedicated points of contact to Hispanic new hires as a means of improving their onboarding experience; and assisted in finalizing the educational partnership agreement with the University of Texas El Paso. By continually utilizing diverse platforms and media to reach Hispanic/Latino candidates, DON anticipates gradual growth in hiring and retaining a diverse workforce.

APPLICANT FLOW DATA BARRIER ANALYSIS

In FY17, the DON did not track Applicant Flow Data which is specifically used to identify triggers, not barriers. Based on any identified triggers, barrier analyses are conducted to identify EEO barriers and



DON FY 2017 FEORP REPORT

Strategic Activities Related to Hispanic Employment

facilitate their elimination. Improving agency outreach and recruitment are two potential consequences of barrier elimination, but not direct goals of the barrier analysis efforts.

On January 18, 2017, EEOC and OPM jointly issued the Hispanic Council on Federal Employment Memo for Heads of Executive Departments and Agencies on Hispanics in the Federal Workforce. That memo recommended that barrier analyses be conducted specifically focusing on the employment of Hispanic Males and Females in grades GS-12 through SES. To aid in the execution and tracking of those analysis efforts, the memo included specific analysis elements, as well as a supplemental guide on overall barrier analyses. That guide, "Barrier Analysis: Questions to Guide the Process" provided a comprehensive framework for analyzing triggers throughout the employment life-cycle, from recruitment through separation. While it was designed around analysis of single occupations, it offered many potential uses for broader analyses, as well. Of particular interest is its directed use of elements of the FEVS. Historically, use of the FEVS (and the Defense Equal Opportunity Management Institute Organizational Climate Survey) has been rather limited during DON barrier analyses.

Traditionally, the majority of major commands have routinely conducted annual barrier analyses into overall low participation of Hispanic Males and Hispanic Females within their respective workforces. In light of the OPM/EEOC direction, however, DON OEEC requested that the subordinate major commands consider refocusing any planned FY17 barrier analyses efforts covering generic low participation of Hispanic/Latinos in the overall workforce to instead focus specifically on Hispanic Males and Hispanic Females in grades GS-12 through SES, in accordance with the OPM/EEOC memo and in alignment with the DON FY16 MD-715 plans for FY17.

Many subordinate components subsequently continued or modified the focus of their barrier investigations to align with the recommended target area (i.e. Hispanics in high grades). As with previous years, however, those barrier investigation efforts did not yield significant results. Notably, the RAND Corporation recently completed a Study on Hispanic Representation in DoD. Using primarily 2009-2013 data, the analysis found that multiple factors contribute to low Hispanic representation among DoD civilians (relative to the National Civilian Labor Force), including education, citizenship, veteran's status, age, and occupations, as well as misalignment between the geographic locations of DoD installations and Hispanic population areas. One noted challenge to analyzing recruitment statistics was that most job applicants via USAJOBS.gov did not disclose their ethnicity. In short, there are many factors that impact Hispanic participation, however most are outside of the control of DON, and unlikely to be identified during agency barrier analyses.



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Strategic Activities Related to the Employment of People With Disabilities

Throughout FY17, the DON has continued its robust recruitment, hiring and awareness of individuals with disabilities (IWD) to meet the employment goals as stated in Section 501 of the Rehabilitation Act of 1973, as amended.

The DON appointed a Senior Executive Service (SES) Champion for IWD, and major commands have subsequently appointed IWD SES Champions in order to bring great degree of awareness and high-level visibility to the importance of ensuring hiring targets and eliminating barriers to employment for IWD across the DON. The IWD Champion working group continues to bring together all 21 major commands to align efforts, by identifying barriers, creating action plans to eradicate those barriers, and sharing best practices for hiring and retention of IWD.

In FY17, the DON made efforts to encourage employees to update their disability information in DCPDS/MyBiz by running a statement at the bottom of the Leave and Earnings Statement (LES) for all employees from November 13, 2016 through April 29, 2017. Many of the DON's commands enacted their own disability self-identification plans in an effort to ensure IWD hired by the DON are properly educated on the importance of properly and accurately completing the self-identification information. Space and Naval Warfare Systems (SPAWAR) established a campaign to educate the workforce on updating individual disability codes. A committee developed Self-Identify pop-up banners that are displayed throughout the SPAWAR campus, educating the workforce on the importance of self-identifying. The committee has also revised the DON EEO Fact Sheet on the Standard Form 256 & Targeted Disabilities issued in January 2016 to meet SPAWARSYSCOM needs, emphasizing how employees can assist SPAWAR by updating their disability status as well as providing examples of psychiatric disabilities.

NAVFAC Far East collaborated with their servicing human resources office to continually review qualification standards and modify the application process or vacancy announcements to ensure they were understandable, compliant with section 508 of the Rehabilitation Act, explained requirements in plain language, and provided contact information for reasonable accommodations, if needed during the application process. That collaboration also placed emphasis on assisting hiring managers to identify essential functions of positions as well as requisite knowledge, skills, and abilities, and then to review OF-178 requirements to eliminate unnecessary physical requirements that could act as a barrier to individuals with disabilities.

The DON continues to evaluate courses of action in relation to the recruitment of IWD via the Schedule A(u) hiring authority. In FY16, the low utilization of the Schedule A(u) hiring authority was identified as a barrier to employing IWD within the DON's MD-715 report. The absence of an effective Selective Placement Program and the minimal amount of vacancy announcements that includes Schedule A(u) as an area of consideration impedes the DON's ability to hire IWD on a larger scale. Despite developing a plan in FY17 for streamlining the collection and dissemination of Schedule A(u)-eligible resumes for referral, resource constraints prevent the DON from executing this plan.

Many commands utilize the Schedule A(u) hiring authority as an eligibility in their job opportunity announcements (JOA) with varying degrees of success. In addition, DON commands have increased their efforts in the areas of outreach and recruitment of IWD. During



DON FY 2017 FEORP REPORT

Strategic Activities Related to the Employment of People With Disabilities

FY17, commands hosted or attended hundreds of career fairs and hiring events focused in the areas of veterans with disabilities, IWD, underrepresented demographics, educational institutions and additional demographics. NAVAIR sites hosted IWD/Wounded Warrior (WW) Meet and Greet events. These events were tailored to the individual activity's hiring requirements and involved interviews with qualified IWDs. As a result of IWD/WW Meet & Greet events, NAVAIR hired 18 IWDs. Military Sealift Command, United States Naval Academy, and Naval Sea Systems Command are also examples of commands which have increased their outreach efforts by actively participating in these types of events, and, as a result, have increased their IWD workforce.

Further, the DON continues to participate in the Workforce Recruitment Program (WRP) sponsored by DoD and DOL, and has increased its utilization in FY17 from previous years. As a new strategy in FY17, the DON distributed DoD-funded authorizations for term appointments on a first-come, first-serve basis, to allow commands the flexibility to hire based on their current workforce needs as opposed to historical program usage. The program was promoted heavily in FY17, in which a DON-specific Fact Sheet, Promotional Flyer, Supervisor Guide, and a guide on disability etiquette were generated and disseminated as additional resources. WRP was also a frequent topic in weekly reports to senior leadership, and the Director of the Office of Civilian Human Resources also promoted the program to the HR community. Despite the program's slow start due the federal hiring freeze, The DON hired 32 students and recent graduates for a term appointment, and permanently hired 6 individuals from the database. The DON also participated in a unique pilot program with George Mason University's Comprehensive Training Program, which brought on five non-degree seeking students to work at Naval Criminal Investigative Service for the summer. The DON anticipates increased usage of the program during FY18, and is working to establish WRP as a premiere source of qualified candidates for recruitment across the DON.



DON FY 2017 FEORP REPORT

FY17 Plan Progress Tracker

Composed of two uniformed services and 21 Major Commands located across the globe, the DON relies upon its Major Commands to pursue localized efforts that meet the needs of their individual workforce.

Consequently, in FY17, no DON enterprise-wide program data exists. Instead, the DON populated the Progress Tracker with data submitted from programs locally established, implemented, and evaluated by individual Commands and their subcomponents.



DON FY 2017 FEORP REPORT

FY17 Plan Progress Tracker

A. Name and Address of Agency:

Department of the Navy
Office of the Assistant Secretary of the Navy (Manpower & Reserve Affairs)
100 Pentagon, Washington DC 20350-1000

B. Name and Title of Designated FEORP Official *(if address is different from Section A, include e-mail address and telephone and fax numbers):*

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sandra.ringermendoza@navy.mil
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C. Name and Title of Contact Person *(if address is different from Section A, include e-mail address and telephone and fax numbers):*

Ms. Carlene Wilson
Human Resources Specialist
614 Sicard Street SE, Washington Navy Yard, DC 20374-5072
carlene.wilson@navy.mil
Phone: (202) 685-6476
Fax: (202) 685- 6655

CERTIFICATION

I certify the above agency: 1) Has a current Federal Equal Opportunity Recruitment Program (FEORP) plan and the program is being implemented as required by Public Law 95-454 and subsequent regulations and guidance issued by the U.S. Office of Personnel Management; 2) All field offices or installations with fewer than 500 employees are covered by a FEORP plan; 3) All field offices or installations with 500 or more employees are covered either by this plan or by a local plan; and 4) Such plans are available on request from field offices or installations.

Print Name: SANDRA RINGER MENDOZA Signature: RINGER-MENDOZA.SANDRA.L.1018551884 Date: 12/13/2017
Director, Human Resources Policy and Programs, Office of Civilian Human Resources

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Print Name: CELINA M. KLINE Signature: KLINE.CELINA.MARIE.1017806609 Date: 12/13/2017
Director, Equal Employment Opportunity

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Date: 2017.12.13 13:52:14
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Print Name: VICTORIA L. BOWENS Signature: BOWENS.VICTORIA.L.1078460306 Date: 12/13/2017
Director, Diversity and Inclusion

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